

## Privacy Policy for Guy Olliff-Cooper

### Introduction

1. I take your privacy very seriously and I am committed to protecting your personal data. I recognise the importance of being clear about how I intend to use your personal data. This Privacy Policy describes the information I collect about you, how it is used and shared, and your rights regarding it.

### DATA CONTROLLER

2. I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that I hold and process as a barrister. My registered address is 4 Stone Buildings and my registration number is A8214832.

### DATA COLLECTION

3. All personal data collected about you will be recorded, used and protected by me in accordance with applicable data protection legislation. The purpose of processing your personal data is:
  - a. to enable me to provide legal services, advice and representation;
  - b. for conflict-checking;
  - c. for use in the defence of potential complaints, legal proceedings or fee disputes;
  - d. to comply with regulatory and legal obligations;
  - e. for keeping anti-money laundering records;
  - f. for exercising a right to a lien;
  - g. for record keeping and administrative purposes;
  - h. to assist in any tendering or panel membership applications;
  - i. to assist in any other applications for the purpose of professional development or career progression (including submissions to legal directories such as Legal 500 and Chambers and Partners);
  - j. to communicate legal updates and judgments to other legal professionals;
  - k. to communicate with you about news, updates and events;

- l. for marketing purposes (including direct marketing);
  - m. to assist in training pupils and mini-pupils;
  - n. to investigate and address your concerns;
  - o. for record keeping and administrative purposes;
  - p. to ensure network and information security;
  - q. where the data subject is a client, in order to maintain that client relationship; and
  - r. to prevent fraud.
4. Where we have a contractual agreement that provides that personal data must be provided, you are obliged to provide the personal data and failure to do so will result in me being unable to provide legal services, advice or representation.
5. I may receive personal data about you from third parties. Where I receive your personal data from third parties I shall process your personal data in accordance with this Privacy Policy. I may receive your personal data from a number of sources including from clients, solicitors, counsel, a court or tribunal, witnesses or from publicly available sources.

#### LAWFUL BASIS FOR PROCESSING

6. The Lawful Basis upon which your personal data will be processed will include one or more of the following bases:
- a. your consent where freely given;
  - b. performance of a contract, including undertaking my instructions in a given matter;
  - c. to comply with a legal obligation;
  - d. to protect the vital interests of you or another person;
  - e. to perform a task carried out in the public interest or in the exercise of official authority vested in me; and
  - f. for the legitimate interests of you (as data subject), me (as data controller) or a third party, except where such interests are overridden by the interests, rights or freedoms of you as the data subject. The legitimate interests include:
    - to enable me to provide legal services, advice and representation;

- for conflict-checking;
- for use in the defence of potential complaints, legal proceedings or fee disputes;
- to comply with regulatory and legal obligations;
- for keeping anti-money laundering records;
- for exercising a right to a lien;
- for record keeping and administrative purposes;
- to assist in any tendering or panel membership applications;
- to assist in any other applications for the purpose of professional development or career progression (including submissions to legal directories such as Legal 500 and Chambers and Partners);
- to communicate legal updates and judgments to other legal professionals;
- to communicate with you about news, updates and events;
- for marketing purposes (including direct marketing);
- to assist in training pupils and mini-pupils;
- to investigate and address your concerns;
- for record keeping and administrative purposes;
- to ensure network and information security;
- where the data subject is a client, in order to maintain that client relationship; and
- to prevent fraud.

7. I use automated decision-making in the processing of your personal data.

#### TYPES OF PERSONAL DATA

8. I collect and process both personal data and special categories of personal data as defined in the General Data Protection Regulation (GDPR), including, but not limited to, your name, job title, profession, email address, phone number, address, company or business details, financial details, bank details, date of birth, device IP address, criminal records, medical records. In each case this personal data is processed in accordance with this Privacy Policy.

#### RECIPIENTS OF PERSONAL DATA

9. I may share your personal data with:
- a. courts and other tribunals including arbitral tribunals;
  - b. barristers, solicitors and other legal professionals;

- c. pupils, mini-pupils and work experience students;
- d. lay and professional clients;
- e. witnesses and potential witnesses, including expert witnesses;
- f. clerks and chambers' staff and administrators;
- g. my regulatory or legal advisors in the event of a dispute or other legal matter;
- h. ombudsman and regulatory authorities;
- i. regulators or arbitrators, where complaints or disputes arise;
- j. current, past or prospective employers;
- k. education and examining bodies;
- l. law enforcement officials, government authorities, or other third parties to meet any legal obligations;
- m. legal directories, for the purpose of professional development;
- n. any relevant panel or tendering committee, for the purpose of professional development;
- o. accountants and banking officials;
- p. professional advisers and trade bodies; and
- q. other third parties:
  - where I ask you and you consent to the sharing;
  - if carrying out a legal or regulatory duty;
  - if it is necessary to do so to enforce our contractual rights;
  - to lawfully assist the police or security services with the prevention and detection of crime or terrorist activity;
  - where such disclosure is necessary to protect the safety or security of any persons; and/or
  - otherwise as permitted under applicable law.

#### TRANSFERS TO THIRD COUNTRIES AND INTERNATIONAL ORGANISATIONS

10. I transfer personal data to the all countries worldwide, including countries which have no adequacy decision of the EU Commission. This includes, but is not limited to: all countries in the EEA; British Overseas Territories including the British Virgin Islands, Bermuda, the Cayman Islands; Singapore; China; Russia; the United States; and the United Arab Emirates.
11. The transfers to third countries with inadequate protection will be

undertaken:

- a. for the purpose of performing the contract with you and/or the contract concluded in your interests;
  - b. because the transfer is necessary for the establishment, exercise or defence of legal claims; and/or
  - c. to protect the vital interests of you or a third party.
12. Any mobile device that I use, such as mobile phones, tablets and laptops are password protected to protect all content (including any personal data as well as confidential and privileged information) or hold no such data or information.

### DATA RETENTION

13. My normal retention period is 15 years, after which I shall review the personal data I hold. My Retention and Disposal Policy (copy available on request) details in full how long I hold data for and how I dispose of it when it no longer needs to be held. I retain your personal data while you remain a client unless you ask me to delete it. I will delete or anonymise your information at your request unless:
- a. there is or may be an unresolved issue, such as a claim or disputes;
  - b. I am legally required to; or
  - c. there are overriding legitimate business interests, including but not limited to fraud prevention and protecting clients' safety and security.

### YOUR RIGHTS

14. The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information I hold and what I use it for, you can ask for a copy of the personal information I hold about you, you can ask me to correct any inaccuracies with the personal data I hold, you can ask me to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if I do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website [http://ico.org.uk/for\\_the\\_public/personal\\_information](http://ico.org.uk/for_the_public/personal_information) and this is the organisation that you can complain to if you are unhappy with how I dealt with

you.

15. In particular, you have the right to make a request to:
  - a. access to your personal data;
  - b. correct or update your personal data;
  - c. restrict the processing of your personal data; or
  - d. object to the processing of your personal data.
  
16. If you provide consent for me to process your personal data, you have the right to withdraw that consent at any time. This will not affect the lawfulness of processing based on consent before its withdrawal. This will also not affect the lawfulness of processing your personal data under another applicable Lawful Basis listed at clause 6 above.

#### MARKETING OPT-OUT

17. You may opt out of receiving emails and other messages from Chambers or my practice by emailing [clerks@4stonebuildings.com](mailto:clerks@4stonebuildings.com) or by following the instructions in those messages.

#### COOKIES

18. Cookies are small text files that are stored on your browser or device by websites, apps, online media, and advertisements. The Chambers website may use cookies and access certain cookies on your computer to:
  - a. Improve your experience of using the website;
  - b. Improve the range of services; and
  - c. Recognise and count the number of visitors and to see how visitors move around our website when they are using it.

#### UPDATES TO PRIVACY POLICY

19. I will occasionally update my Privacy Policy and will publish the updated Policy on my website profile.