6KBW
COLLEGE HILL

SIMON RAY KC

PRIVACY NOTICE FOR SOLICITORS

Please read the following information carefully.

This Privacy Notice contains information about what data we collect and store about you and why. It also tells you who we share this information with, the security mechanisms we have put in place to protect your data and how to contact us if you have a complaint.

Instructed Barrister

You have instructed *Mr Simon Ray KC* in accordance with the letter of engagement and the acknowledgment of instructions in which this Privacy Notice is referred.

Mr Ray uses and is responsible for how your personal data is stored and processed. *Mr Ray* is the '*controller*' of this information for the purposes of the General Data Protection Regulations (GDPR) and other applicable data protection laws.

Data Protection Managers (DPMs)

6KBW College Hill have appointed Data Protection Managers to monitor Chambers' data protection compliance.

Our Data Protection Managers are:

• Richard Summerscales
• Mark Essex
• Emelia Kersey
• Lizzie Labrum

What personal information is collected?

Mr Ray will request the following information from you upon instruction:

- Name

- E-mail
- Contact number

Why is this information collected?

This information is collected and will be lawfully processed for the performance of the contract between you and *Mr Ray* for the provision of legal services.

Please note that the choice of how much personally identifiable information you disclose to *Mr Ray* is completely at your discretion. It is never mandatory for you to answer any question. However, by not providing certain information or answering questions, this may limit the legal services which *Mr Ray* is able to provide you with.

Marketing Correspondence

As noted in the acknowledgment of instructions email, your personal data will be processed by Chambers for marketing purposes on a legitimate business interest basis. If you wish to unsubscribe from our marketing campaigns, including our blog e-newsletters, you can either click on the unsubscribe link in the email, or send an email to unsubscribe@6kbw.com.

Who will we share your personal information with?

Mr Ray has professional relationships with a number of third parties with whom he will routinely share your personal information with. The third parties include other barristers and solicitors who are instructed in the case, the judge and the court services. This data sharing enables *Mr Ray* to provide legal services.

Mr Ray will share personal information with law enforcement agencies if required by applicable law.

However, *Mr Ray* will **not** share your personal information with any other third parties without your consent, unless required by law to do so.

If you would like any further information about sharing your data with third parties, please contact *Mr Ray* by email *simon.ray@6kbw.com*.

How will your personal data be stored and for how long?

Mr Ray will store your data in a secure encrypted form. All hardcopy files are stored securely in locked cabinets when not being used. All electronic data is held on encrypted devices with access only possible by *Mr Ray* and occasionally by the clerking team for administrative purposes.

Once your matter has concluded, your data will be securely stored for a minimum of seven years in accordance with the Bar Council Regulations. Thereafter, your personal data will either be securely destroyed or, upon review, further retained. If retained for over the minimum retention period, you will be informed of the reasons why by email.

Future processing

Mr Ray does not intend to process your personal information for any reason other than those stated within this Privacy Notice. If this changes, you will be informed by email.

Your rights

Under the GDPR, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how we use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require us to correct any mistakes or complete missing information we hold on you;
- Require us to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to us or have this information sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine readable format;
- Object at any time to the processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict our processing of your personal information in certain circumstances; and
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way.

If you require further information about your rights under the GDPR please see the Guidance from the Information Commissioner's Office on Individual's rights under the GDPR.

If you want to exercise any of these rights, please write to the Data Protection Managers, stating which rights you wish to exercise either by email (datamanagers@6kbw.com) or by post (Data Protection Managers, 6KBW College Hill, London EC4R 2RP).

You will receive a response within one month upon receipt of your request.

Please note that if you wish to unsubscribe from any email correspondence you can do so by emailing *Mr Ray* at *simon.ray@6kbw.com*. It may take 21 days for this to become effective.

How to make a data protection complaint

We hope that you are satisfied with how your data is collected, processed and stored by *Mr Ray*. However, if you do have an issue or wish to make a complaint, the Data Protection Managers will seek to resolve these. Please email datamanagers@6kbw.com if you do have any concerns.

The GDPR also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office who can be contacted at https://ico.org.uk/concerns/.

Changes to this Privacy Notice

This Privacy Notice was published in May 2018. We constantly review our internal privacy practices and may change this policy from time to time. When we do, you will be informed by email.

Get in touch

If you have any questions about this Privacy Notice or the information we hold about you, please contact *Mr Ray* either by post (6KBW College Hill, London EC4R 2RP) or by email *simon.ray@6kbw.com*