

## **Privacy Policy**

This document sets out Devereux Chambers' policy regarding the collection, use and protection of personal data by Devereux Chambers, its Members, pupils and staff. This policy should be read in conjunction with any applicable privacy notice.

- 1 Administrative, operational and support functions are provided to Members of Devereux Chambers by Devereux Chambers Services Limited (DCSL).
- 2 References in this policy to Devereux Chambers and to "us" includes reference to Devereux Chambers Services Limited (DCSL) and to the Supervision Committee of Devereux Chambers.
- 3 Neither Devereux Chambers nor Devereux Chambers Services Limited provide or carry out legal services of any kind.
- 4 References in this policy to Members of Chambers, barristers and counsel are to the individual barristers practising at Devereux Chambers and includes references to pupils, whether practising or not.
- 5 References in this policy to clients are to the professional and lay clients of individual barristers.

## **Data protection Principles**

- 6 We will comply with data protection law, which requires that the personal information we hold about you must be:
  - Used lawfully, fairly and in a transparent way.
  - Collected and used only for valid purposes that we have told you about.
  - Relevant to the purposes we have told you about.
  - Accurate and kept up to date.

- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### **What are personal data?**

7 Personal data consists of information relating to an identified or identifiable living person. Devereux Chambers processes personal data for a number of purposes. The means of collection, lawful basis of processing, use, disclosure, and relevant data retention periods may differ for each purpose. Please refer to the relevant section below for further information.

### **Use of information**

8 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- to perform arrangements we have entered into with you;
- to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- We may also use your personal information where we need to protect your interests (or those of another or where this is in the public interest, or for official purposes.

### **Change of purpose**

9 We will use your personal information only for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and

we will explain the legal basis which allows us to do so.

- 10 We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Processing data**

- 11 Devereux Chambers processes data for the following purposes:

- to promote and market the services of the barristers;
- to train barristers;
- to recruit staff and pupils;
- to assess applications for tenancy, pupillage, mini-pupillage and work-shadowing opportunities;
- to fulfil equality and diversity and other regulatory requirements;
- to procure goods and services;
- to manage matters relating to employment, including payroll and pensions;
- to respond to requests for references;
- to publish legal judgments and decisions of courts and tribunals;
- to respond to potential complaints or make complaints;
- to carry out anti-money laundering and terrorist financing checks;
- as otherwise required or permitted by law.

- 12 Members of Devereux Chambers process data for the following purposes:

- to provide legal services to clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
- to keep accounting records and carry out office administration

- to take or defend legal or regulatory proceedings or to exercise a lien
- to respond to potential complaints or make complaints
- to check for potential conflicts of interest in relation to future potential cases
- to promote and market their services
- to carry out anti-money laundering and terrorist financing checks
- to train other barristers and when providing work-shadowing opportunities
- to respond to requests for references
- when procuring goods and services
- to publish legal judgments and decisions of courts and tribunals
- as required or permitted by law.

13 Neither Devereux Chambers nor Members of Devereux Chambers sell data, or share data with third parties for marketing purposes.

14 Where necessary, Devereux Chambers and Members of Devereux Chambers may disclose your personal data:

- to the extent required by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish exercise or defend our legal rights.

### **Automated Decision Making (ADM)**

15 Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention.

16 Neither Devereux Chambers, nor Members of Devereux Chambers use processes which involve or rely on automated decision making.

## **Security**

- 17 In order to prevent unauthorised access or disclosure, we have in place suitable physical, electronic and organisational procedures, including training staff in relation to data protection and information security, to safeguard and secure the data we hold.

## **Further information**

- 18 Questions about this policy should be referred to the Chambers Director.