



PRIVACY NOTICE

General Data Protection Regulation (GDPR)

Amethyst Chambers is concerned about protecting and respecting your privacy, and are committed to being responsible custodians of the information you provide and the information we collect. This Notice does not apply to personal data processed or used by individual barristers practising here. Each member of chambers is, individually a data controller and registered with the Information Commissioner's Office (ICO). Each member will have their own Privacy Notice which applies to his or her handling of your personal data. Your barrister's Privacy Notice is available on request.

WHO WE ARE

Amethyst Chambers is a set of barristers' chambers. All members of chambers are self-employed individuals. We are based at First Floor, 41 East Street, Bromley, BR1 1QQ. We can be contacted by telephone at +44 020 8466 6673 or by email at info@amethystchambers.com. Chambers also has individuals practising as 'door tenants', who are not members of chambers but use our clerking and administrative services.

THE TYPES OF INFORMATION WE COLLECT

We collect your personal information when you provide it to us. When we do so, we are the 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018. If you need to contact us about your information or the processing carried out you can contact us at info@amethystchambers.com.

INFORMATION YOU PROVIDE

We collect information that you voluntarily provide to us, including:

- ▶ when you communicate with us via email or other mediums;
- ▶ each time you contact us about a potential legal matter;
- ▶ each time you formally instruct us on a legal matter;
- ▶ when you respond to our communications or requests for information;
- ▶ when you submit an application for tenancy, pupillage or other vacancies;

This information may include, but is not limited to, your name, title, contact details, employer and address history; financial information such as invoices and receipts; and information received within papers in relation to existing and previous legal proceedings.

Please note that if you choose not to provide personal information we have requested, or if you object to our processing your personal data, we may not be able to provide you with the information and/or services you have requested or otherwise fulfil the purpose(s) for which we have asked for the personal data.

HOW WE USE THE INFORMATION WE COLLECT

We may store and use your personal information for the following purposes:

- ▶ to respond to your enquiries;
- ▶ to provide you with legal services;
- ▶ to perform a contract between you and us;
- ▶ to assess applications for tenancy, pupillage, mini-pupillage and work placements;
- ▶ to administer debt recovery processes, where you owe us money under a contract or otherwise;
- ▶ to recruit clerks and pupils;
- ▶ to train barristers;
- ▶ to respond to requests for references.

THE LEGAL BASIS FOR USING YOUR PERSONAL INFORMATION

We rely on the following as the legal grounds to collect and use your personal information:

- ▶ Performance of a contract: We may need to collect and use your personal information to enter into a contract or to perform a contract that you have with us.
- ▶ Consent: If you have consented to the processing of your personal information, then we may process your information for the purposes set out above to the extent to which you have provided your consent for us to do so;
- ▶ Legitimate interests: we may collect and use your personal information for the purposes of the following legitimate interests of ourselves or a third party (except where such interests are overridden by your interests, rights or freedoms) -
 - ▶ to make, investigate, respond to or address complaints or concerns, including any legal or regulatory action;
 - ▶ to assess and improve our services;
 - ▶ to report possible criminal acts or threats to public security.

WHO WE SHARE YOUR DATA WITH

It may be necessary to share your information with the following:

- ▶ courts and tribunals;
- ▶ experts and other witnesses;
- ▶ trainee barristers;
- ▶ the Management Committee of chambers, the Bar Standards Board and the Legal Ombudsman; in the event of a complaint;
- ▶ current, past or prospective employers or employees, in the case of recruitment for pupils and clerks;
- ▶ current, past and prospective chambers, in the case of recruitment of barristers to or from other chambers;
- ▶ education and examining bodies;
- ▶ regulators such as the Financial Conduct Authority (FCA), HM Revenue and Customs (HMRC) or the Information Commissioner's Office (ICO). In the case of the ICO, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without our consent or your consent, which includes privileged information. We may also be required to disclose your information to law enforcement agencies or intelligence services, where required or permitted by law.
- ▶ the intended recipient, where you have asked us to provide a reference.

TRANSFER OF YOUR INFORMATION OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the EEA in any particular case or for a reference. However, if you reside outside the EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your information to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information please indicate this when providing initial instructions.

Some countries and organisations outside the EEA have been assessed by the European Commission and their information protection laws and procedures found to show adequate protection. The list can be found [here](#). Most do not. If your information has to be transferred outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

STORAGE

We will retain your personal information for a number of purposes, as is necessary to allow us to carry out our business in accordance with our legitimate interests and / or as is necessary for compliance with our legal obligations. We will take reasonable technical and organisational precautions to prevent unauthorised access, disclosure, modification, or unauthorised destruction of your personal data.

HOW LONG YOUR INFORMATION IS KEPT

Your information will be kept for up to 7 years on our main systems, after which time it will be deleted, archived, or anonymised depending on the content of the material and whether there is any continuing need for it to be retained. For example, some archived information may be retained for a further period of time in order to allow us to carry out work on your existing or future instructions. Any retention of personal data will be carried out in compliance with legal and regulatory obligations and with industry standards. These data retention periods are subject to change without further notice as a result of changes to associated laws or regulations.

YOUR RIGHTS UNDER THE GDPR

Under the GDPR, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- ▶ Ask for access to your personal information and other supplementary information;
- ▶ Ask for correction of mistakes in your information or to complete missing information Chambers holds on you;
- ▶ Ask for your personal information to be erased, 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, e.g. a Word file;
- ▶ Object at any time to processing of your personal information for direct marketing;
- ▶ Object in certain other situations to the continued processing of your personal information;
- ▶ Restrict the processing of your personal information in certain circumstances.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, please contact us at 0208 466 6673 or by email at info@amethystchambers.com. In order to meet your request, we may need to ask you to provide other information, including:

- ▶ proof of your identity and address;
- ▶ your contact details.

You must also state the right or rights that you wish to exercise. Chambers will respond to you within one month from when it receives your request.

HOW TO MAKE A COMPLAINT

If you are not satisfied with how we are processing your personal information, please contact us via email at mgmt@amethystchambers.com or by post on the following address: First Floor, 41 East Street, Bromley, BR1 1QQ, and we will look into your complaint. If you remain dissatisfied, the GDPR also gives you the right to lodge a complaint with the Information Commissioner's Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of information protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

FUTURE PROCESSING

Amethyst Chambers does not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this privacy notice will be amended and placed on our website at www.amethystchambers.com.

CHANGES TO THIS PRIVACY NOTICE

This privacy notice was published June 2018.

Chambers continually reviews its privacy practices and may change this policy from time to time. Any amendments to this privacy notice will be placed on our website.

If you have any questions about this privacy notice or the information we hold about you, please contact us at info@amethystchambers.com.