



Northgate Tax Chambers' Privacy Notice

Northgate Tax Chambers ("Chambers") is committed to protecting the privacy and security of your personal information. This Privacy Notice ("Notice") describes how Chambers collects and uses your personal data in accordance with the UKGDPR.

This Notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you who Chambers shares this information with, the security mechanisms put in place to protect your data and how to contact Chambers in the event you need further information.

Charlotte Brown provides legal services in accordance with instructions received from the professional client (the "Client") and/or the lay client (the "Lay Client"). She is a data controller for the purpose of the UKGDPR in respect of personal data supplied to Chambers in order to provide legal services. This means that she is responsible for deciding how she holds and uses personal information about you. She is required under data protection legislation to notify you of the information contained in this Notice.

How does Chambers obtain your Personal Data?

In some circumstances, Chambers may obtain your personal data from the Client/Lay Client directly but Chambers may also obtain your personal data from a third-party source, for example, it may collect information from clients' personnel, agents and advisors (such as law firms, accountants and tax advisers), the company for whom you work, other organisations/persons with whom you have dealings, government agencies, credit reporting agencies, information or service providers and publicly available records.

The kind of information Chambers holds about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed.

The following non-exhaustive list provides examples of the types of personal data that Chambers may hold about you:

- Name and contact details of the Client/Lay Client;
- Name and contact details of the Client/Lay Client's business/organisation;
- Identification documents;

- Case details, which may include special categories of data, such as medical, rehabilitation, sexual orientation, social care history and records, details of religious or other beliefs, details of any relevant criminal convictions; and
- Fee/billing and/or financial details, such as bank account details, tax return information, HMRC numbers and references (where applicable).

How your Personal data is used

All personal information that Chambers' collects in relation to the provision of legal services will be recorded, used and protected by Chambers in accordance with applicable data protection legislation and this Notice.

Chambers collects and uses your personal data for different reasons, the primary one being to provide legal advice and services to its clients and which may require the use of your personal information for the following (non-exhaustive) purposes:

- i. to provide legal services to clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
- ii. to review, draft and disclose correspondence and other documents, including court documents;
- iii. to contact you if you are involved in a matter we are undertaking for a client, whether in your professional or personal capacity;
- iv. to keep accounting records and carry out office administration;
- v. to take or defend legal proceedings;
- vi. to respond to potential complaints or make complaints;
- vii. to check for potential conflicts of interest in relation to future potential cases;
- viii. to promote and market its services;
- ix. to carry out anti-money laundering and terrorist financing checks;
- x. to train other barristers and when providing work-shadowing opportunities;
- xi. to respond to requests for references;
- xii. to publish legal judgments and decisions of courts and tribunals;
- xiii. as required or permitted by law.

The legal basis for processing your personal information

Under the UKGDPR, Chambers must identify a lawful basis for processing your Personal Data which may vary according to the type of Personal Data processed and the individual to whom it relates.

The lawful bases on which Chambers collects and uses your personal information is as follows:

- a) Performance of a contract with you:

Chambers is permitted to process the personal data it requires in order to fulfil its obligations under its contract with you. If you are a client, processing is necessary for the performance of

a contract for legal services or in order to take steps at your request prior to entering into a contract.

b) Legitimate interests of Chambers or a third-party:

This will primarily concern the processing of personal data that is necessary to provide legal advice and services to Chambers' the Client and/or Lay Client. Chambers' legitimate business interest in such instances is the proper performance of its function as an authorised and regulated provider of legal services. Chambers' clients' also have a legitimate interest (and more general right in law) in obtaining legal advice and services.

This may include, but is not limited to:

- the interest in contacting individuals relevant to Chambers' work and its clients' matters, which may involve the use of your personal data;
- the interest in reviewing documents and correspondence that have been disclosed to Chambers and third-parties which may contain your personal data;
- the interest in adducing legal arguments, drafting documents and correspondence, which may contain your personal data;
- the interest in disclosing documents and correspondence, which may contain your personal data, to various parties in the furtherance of Chambers' clients' objectives;
- the interest in receiving payment from clients; and
- the secure management and storage of your personal data, within Chambers' IT environment and hard-copy filing systems.

Chambers may also process your personal data on the basis that it is necessary for its legitimate business interests in the effective management and running of Chambers which may include, but is not limited to: engaging suppliers and supplier personnel; ensuring that its systems and premises are secure and running efficiently; for regulatory and legislative compliance, and related auditing and reporting; for insurance purposes; and to receive payments.

c) Compliance with a legal obligation to which Chambers is subject:

In certain circumstances, Chambers must process your personal data in order to comply with its legal obligations. This might include, but is not limited to, personal data required for tax and accounting purposes; for conflict checking purposes as required by the common law and Chambers' regulators; and for Chambers to fulfil its compliance and other obligations under relevant legislation/regulation, such as anti-money laundering checks.

Special category and criminal records Personal Data

If Chambers processes your criminal records personal data or special category personal data relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, health data, biometric data or sexual orientation, we will obtain your explicit consent to those activities unless this is not required by law (because, for example, it is processed for the purpose of exercising or defending legal claims) or the information is

required to protect your health in an emergency. Where we are processing personal data based on your consent, you have the right to withdraw that consent at any time.

Who does Chambers share your personal information with?

If you are a Client and/or Lay Client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a barristers' chambers there is an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may be necessary to share your information with the following, non-exhaustive list:

- The Lay Client and the Client
- Representatives of other parties, such as other legal and accountancy professionals, in accordance with instructions
- experts and other witnesses
- courts and tribunals
- Pupils and mini-pupils, in confidence
- Ombudsmen and other regulatory authorities

Chambers may be required to share some personal data with third parties in limited circumstances, which may include (a) if we are under a legal or regulatory duty to do so; (b) if it is necessary to do so to enforce our contractual rights; (c) to lawfully assist the police or security services with the prevention and detection of crime or terrorist activity; (d) where such disclosure is necessary to protect the safety or security of any persons and/or (e) otherwise as permitted under applicable law. We will only share any personal data in these circumstances in accordance with our professional obligations as set out in the Bar Standards Board Handbook.

It may also be necessary to share personal data with potential witnesses, including experts, and friends or family of the Lay Client where we are authorised to do so and in accordance with our instructions.

Personal information will not be used for any other purpose than has been set out in this Notice.

Keeping your personal information secure

We take the security of personal information seriously and Chambers has appropriate measures, safeguards and protocols in place to ensure that data is kept secure, is only accessed by those individuals authorised to do so and where there is a legitimate need to access the data. Appropriate and reasonable steps are in place to reduce the risk of unauthorised access to personal data held by the Chambers (either through accidental disclosure or deliberate act) and in line with the Chambers' obligations under applicable data protection legislation, including the UKUKGDPR.

Transfer of your information outside the European Economic Area (EEA)

In general, Chambers does not transfer data outside of the EEA. There may however be a requirement from time to time to transfer some or all of your personal data outside of the EEA if so required in order to progress your case or to provide legal services as instructed. Where this happens, all necessary steps will be taken to ensure that data transferred outside of the EEA is afforded the same or similar safeguards and processes that we undertake within the EEA.

How long will Chambers store your personal data?

It is our policy to retain your personal data for the length of time required for the specific purposes for which it is processed by Chambers and which are set out in this Notice. However, we may be obliged to keep your personal data for a longer period, for example, where required by our legal and regulatory obligations or in order to ensure we have effective back-up systems. In such cases, we will ensure that your personal data will continue to be treated in accordance with this Notice, restrict access to any archived personal data and ensure that all personal data is held securely and kept confidential.

The Lay Client's name and contact information will be retained beyond this period and until it is no longer needed for conflict checking.

Your Rights

Under the UKGDPR, you have a number of rights that you can exercise in certain circumstances. 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 data or to complete missing information we hold 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 our processing of your personal information in certain circumstances;
- Request not to be the subject to automated decision-making which produces legal effects that concern you or affects you in a significant way.

If you want more information about your rights under the UKGDPR please see the Guidance from the Information Commissioners Office on Individual's Rights under the UKGDPR¹.

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you want to exercise any of these rights, please:

- Use the contact details at the end of this document;
- We may need to ask you to provide other information so that you can be identified;
- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- 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?

The UKGDPR also gives you the right to lodge a complaint with the Information Commissioners' 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 data protection laws occurred. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

Future Processing

We do not intend to process your personal information except for the reasons stated within this Notice. If this changes, this privacy notice will be amended and placed on Chambers' website.

Changes to this privacy notice

This Notice was published in August 2021.

We reserve the right to update this Notice at any time, and any changes will be available on Chambers' website.

Contact Details

If you have any questions about this notice or the information Chambers holds about you, please contact us by writing to us at Chambers' address or contact the clerks by email at clerks@northgatetax.com or by phone at 0161 401 2036.