

PRIVACY POLICY OF:

ALASTAIR MARTEY

FOUR BRICK COURT, TEMPLE, EC4Y9AD

ICO REGISTRATION NUMBER: ZA106316

Policy became operational on: 29 November 2021

Next review date: 29 November 2022

Privacy Policy

In order to provide legal advice and representation, I need to collect and hold personal information. This may be your personal data or information relating to other parties involved in the matter. I will take all possible steps to protect personal information. I will ensure that I do not do anything that may infringe your rights or undermine your trust. This privacy notice describes the information I collect about you, how it is used and shared, and your rights regarding it.

Data controller

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 Four Brick Court, Temple London EC4Y9AD and my ICO registration number is ZA106316. If you need to contact me about your data or this privacy notice, you can reach me at alastair.martey@4bc.co.uk

Data collection

The vast majority of the information that I hold about you is provided to or gathered by me in the course of your case and/or proceedings. Your solicitor will tell you why we need the information and how we will use it. On occasion I may also obtain information that is available publicly.

What data do I process about you?

I collect and process both personal data and special categories of personal data as defined in the GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Date of birth
- Next of kin details
- Details pertaining to education and employment
- Information on your background & current circumstances
- Financial information.

Where relevant, I may also need to process special category personal data that reveals your:

- Racial or ethnic origin
- Religious and philosophical beliefs
- Data concerning health
- Sex life and sexual orientation.

On occasion, I may also process personal data relating to criminal convictions and offences.

My lawful basis for processing your information

The General Data Protection Regulation (the GDPR) requires all organisations that process personal data to have a lawful basis for doing so. The lawful bases identified in the GDPR that I seek to rely upon are as follows:

- **Consent of the data subject** – By instructing me on a case you have agreed to give consent
- **Compliance with a legal obligation** – to comply with various regulatory and professional obligations, for example the Information Commissioner's Office
- **The legitimate interests of my business**

Examples of legitimate interests include:

- Provision of legal services and advice;
- For purposes of practice management, accounting and debt recovery;
- For completion of professional regulatory requirements;

Special category processing

I process special category data when:

1. I have your consent to do so; By instructing me on your case you give consent
2. It is necessary for the exercise or defence of legal claims

Criminal data processing

On occasion, I process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings;
- The purpose of obtaining legal advice; or
- The purposes of establishing, exercising or defending legal rights.

I use your information to:

- Provide legal advice and representation;
- Assist in training pupils and mini pupils;
- Investigate or address legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Assist in any tendering or panel membership applications;

- Assist in any other applications for the purpose of professional development or career progression;
- Communicate legal updates and judgments to other legal professionals;
- For marketing purposes.

I may share your personal data with:

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil, under my training;
- Opposing counsel, for the purposes of resolving the case;
- My chambers management and staff who provide administrative services;
- My regulator or legal advisors in the event of a dispute or other legal matter;
- Law enforcement officials, government authorities, or other third parties to meet any legal obligations;
- Legal directories, for the purpose of professional development;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, where complaints or disputes arise;
- Any other party where I ask you for consent, and you consent, to the sharing.

I may retain your personal data unless you ask me to delete it.

Your rights

The GDPR gives you specific rights in terms of your personal data.

You can find out more information from the ICO's website:

http://ico.org.uk/for_the_public/personal_information

Accessing and correcting your information

You may request access to, correction of, or a copy of your information by contacting me at alastair.martey@4bc.co.uk

I will occasionally update my privacy notice. When I make significant changes, these will be published on Chambers website