

**PRIVACY POLICY NOTICE  
ELERI GRIFFITHS, BARRISTER**

**One Pump Court Chambers • Elm Court • Temple • London • EC4Y 7AH  
Policy became operational on 4 February 2022 • Next review date: 4 February 2023**

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## **Privacy Policy**

In order to provide legal advice and representation, I collect and hold personal information. I may need to collect and hold your personal data, and/or information relating to other parties involved in legal proceedings. I will take all appropriate 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, 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 One Pump Court Chambers, Elm Court, Temple, EC4Y 7AH and my ICO registration number is ZA336862. If you need to contact me about your data or this privacy notice, you can reach me at [eg@onepumpcourt.co.uk](mailto:eg@onepumpcourt.co.uk).

## **Data collection**

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 and/or I will tell you why we need the information and how we will use it. I may also receive other information about you from the Courts/Tribunal service and staff or other parties or their legal representatives, experts, your friends and family or other witnesses, or public records.

## **What data do I process about you?**

I collect and process both personal data and special categories of personal data as defined in the UK GDPR. This may include: name, email address, phone number, address, payment or bank details or other financial data, date of birth, next of kin/family details, details pertaining to education or employment, information on your background or current circumstances, financial information.

Where relevant, I may process **special category** personal data that reveals your: racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health including mental health, sex life and sexual orientation.

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

## **My lawful basis for processing your information**

In order that I can provide legal services and representation for you, I must process your personal data. The UK General Data Protection Regulation (the UK GDPR) requires that where I process personal data, I must 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** – where this required, I will ensure that I have your ('the data

subject') specific consent for processing of your data for the specified purposes. You will also have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place before you withdrew your consent.

- **Performance of a contract with you or to take steps to enter into a contract.** This includes where I need your data to provide an estimate of fees/work.
- **Compliance with a legal obligation** – to comply with various regulatory and professional obligations, e.g. filing tax returns with HMRC.
- **The legitimate interests of my business or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.** Examples of legitimate interests include, providing legal service or advice, for the purposes practice management, accounting and debt recovery; completion of professional regulatory requirements; processing for direct marketing purposes, relaying information (e.g. judgments and developments) to other practitioners, or to prevent fraud and reporting threats to public security, other purposes set out below.

### Special category processing

The UK GDPR specifies that where I process special category data, I must rely upon certain exemptions in order to do so lawfully. The following exemptions are applicable in my practice and I process special category data when the following exemptions apply:

1. I have explicit consent to do so; or
2. It is necessary for the exercise or defence of legal claims or judicial acts.

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; or
- Where I have your explicit consent to do so.

### Purposes

I use your information to:

- Provide legal services, including advice and representation;
- Assist in training pupils and mini pupils or those doing other work-experience;
- Investigate and address your concerns or any complaints;
- Communicate with you about news, updates and events;
- Investigate or address legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Make statutory returns as required by, for example, HMRC
- 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 or promotion purposes including to legal directories;
- For the management and administration of my practice including keeping accounts;
- To recover debt
- To manage complaints with regulators
- Communications with regulators
- To check for potential conflict of interest in respect of potential future cases.
- Where relevant to conduct anti money laundering, terrorist financing or otherwise as required by law.

**In the course of processing your information to provide legal services to you, I may share your personal data with:**

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil under my training or someone carrying out other work-experience with me;
- Opposing counsel, for the purposes of resolving the case;
- Your family or associates, for example where they are acting as witnesses in your case;
- Court Officials, including the Judiciary;
- Opposing lay clients’
- Expert or other witnesses;
- My chambers management and staff who provide administrative services, for my practice;
- My regulator or legal advisors in the event of a dispute or other legal matter;
- My Senior Clerk or other necessary Executive Committee Officers within my chambers, in the event of a complaint;
- 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;
- Where publishing judgments or decisions of courts or Tribunals, the general public;
- Regulators or arbitrators, where complaints or disputes arise;
- Providers for applications and technology used in the course of my business including Microsoft, CVP platform, Zoom, Adobe.
- Any other party where I ask you for consent, and you consent, to the sharing.
- I may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order

### **Transfers to third countries and international organisations**

Your personal data stored is held on servers within the United Kingdom. I do not ordinarily transfer any personal data to third countries or international organisations. If I am required to transfer I will only do so when satisfied that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation.

Published judgments or decisions or summaries thereof may however be viewed anywhere.

### **Retaining your data**

I **retain** your personal data while you remain a client unless you ask me to delete it. How long I need to hold your data is decided by reference to my Retention and Disposal Policy (copy available on request). When I dispose of the data I will do so securely. I also will delete or anonymise your information at your request unless:

- I am legally required not to do so
- There is an unresolved issue, such as a claim or dispute;
- There are overriding legitimate business interests to do so.

I will typically retain case files for a period of 15 years following the conclusion of a case/matter or receipt of final payment, whichever is the latest. This reflects the period preferred by the Bar Mutual Indemnity Fund relating to potential limitation periods. If the client is a child or lacks litigation capacity, I will usually retain data for a year following the expiry the latest relevant potential limitation period applicable to them. At that point I will review the data. I will always review the case before data is deleted. This is to make sure that I have the relevant information to be able to address concerns, complaints or potential litigation.

Where various pleadings and documents have been drafted, they may be retained for learning purposes and legal research. Where this is the case, I will anonymise the personal information/redact information which may identify an individual/risk assess the continued retention of the documents.

### **Your rights**

The UK GDPR gives you specific rights in terms of your personal data. For example, you have the right of access to the information I hold and what I use it for; you can ask for a copy of the personal information I hold about you. You can ask me to correct any inaccuracies with the personal data I hold, and you can ask me to stop sending you direct mail or emails or, in some circumstances, ask me to stop processing your details.

You may opt out of receiving emails and other messages from my practice by following the instructions in those messages.

Finally, if I do something irregular or improper with your personal data, you can complain to the ICO if you are unhappy with how I have processed your information or dealt with your query. You may also seek compensation for any distress you are caused or loss you have incurred.

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

[http://ico.org.uk/for the public/personal information](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 [eg@onepumpcourt.co.uk](mailto:eg@onepumpcourt.co.uk).

I will occasionally update my privacy notice. When I make significant changes, I will notify you. I will also publish the updated notice on chambers' website profile.