



PRIVACY NOTICE

**2TG
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1 PRIVACY NOTICE

We want you to know that when you use our Chambers and our website you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

2 DATA CONTROLLER

We are registered with the Information Commissioner's Office ("**ICO**") as a Data Controller for the personal data that we hold and process. Our registered address is 2 Temple Gardens, London, EC4Y 9AY and our ICO registration number is ZA190292. The person responsible for our data protection compliance is our Chambers Manager, Tracey K Jones who can be contacted at tjones@2tg.co.uk.

3 DATA COLLECTION

The vast majority of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

4 OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION

4.1. The General Data Protection Regulation ("**GDPR**") requires all organisations that process personal data to have a "Lawful Basis" for doing so.

4.2. The Lawful Basis identified in the GDPR are:

- (1) consent of the data subject;
- (2) performance of a contract with the data subject or to take steps to enter into a contract;
- (3) compliance with a legal obligation;
- (4) to protect the vital interests of a data subject or another person;
- (5) performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; and
- (6) the legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

4.3. Examples of “legitimate interests” include:

- (1) where the data subject is a client or in the service of the controller;
- (2) transmission within a group of undertakings for internal administrative purposes;
- (3) processing necessary to ensure network and information security, including preventing unauthorised access;
- (4) processing for direct marketing purposes, or to prevent fraud; and
- (5) reporting possible criminal acts or threats to public security.

4.4. We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

- (1) name;
- (2) email;
- (3) phone number; and
- (4) address

4.5. We may share your personal data with our data processors and any other party where we ask you and you consent to the sharing.

5 TRANSFERS TO THIRD COUNTRIES AND INTERNATIONAL ORGANISATIONS

5.1. As a leading civil and commercial set, we conduct international litigation and transfer personal data to third countries or international organisations. All such transfers will be:

- (1) made with the individual’s consent; and
- (2) necessary for Chambers to use in connection with legal claims.

5.2. We are mindful of the provisions and safeguards required for international transfers and we will satisfy ourselves that such transferred data is fully protected and safeguarded as required by the General Data Protection Regulation and we will ensure that the organisation receiving the personal data has provided adequate safeguards.

5.3. Adequate safeguards may be provided for by:

- (1) a legally binding agreement between public authorities or bodies;
- (2) binding corporate rules (agreements governing transfers made between organisations within in a corporate group);
- (3) standard data protection clauses in the form of template transfer clauses adopted by the Commission;
- (4) standard data protection clauses in the form of template transfer clauses adopted by a supervisory authority and approved by the Commission;
- (5) compliance with an approved code of conduct approved by a supervisory authority;
- (6) certification under an approved certification mechanism as provided for in the GDPR;
- (7) contractual clauses agreed authorised by the competent supervisory authority; or
- (8) provisions inserted into administrative arrangements between public authorities or bodies authorised by the competent supervisory authority.

6 DATA RETENTION

6.1. We retain your personal data while you remain a client, pupil, student, employee or are on our direct marketing list, unless we agree to delete it at your request. Our Retention and Disposal Policy details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- (1) there is an unresolved issue, such as claim or dispute;
- (2) we are legally required to keep it; or
- (3) there are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

7 YOUR RIGHTS

The GDPR gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or

improper with your personal data you can 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 and this is the organisation that you can complain to if you are unhappy with how we deal with you.

8 ACCESSING AND CORRECTING OUR INFORMATION

You may request access to, correction of, or a copy of your information by contacting us at tjones@2tg.co.uk.

9 MARKETING OPT-OUTS

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

10 COOKIES

10.1. A cookie is a small file which asks permission to be placed on your computer's hard drive.

10.2. We use traffic log cookies to identify which pages are being used. This helps us to understand our web page traffic. We use this information for statistical analysis.

10.3. A cookie does not give us access to your computer or any information about you, other than any data you choose to share with us through entering it in a form on the site.

10.4. You may refuse the use of cookies by selecting the appropriate settings on your browser, however please note that if you do this you may not be able to use the full functionality of our website. By using our website, you consent to the processing of data about you in the manner and for the purposes set out above.

11 UPDATING OUR PRIVACY NOTICE

We will occasionally update our Privacy Notice and the updated notice will be published on our website.

12 AGREEMENT OF THIS PRIVACY NOTICE

This Privacy Notice was agreed and minuted at a meeting of the Board on 25 April 2018.