

## **Privacy Notice**

This notice applies to every individual whose personal data I process in the course of my practice as a barrister. It applies to you if you are my lay client or if you are a person referred to in my instructions, whether because you are employed by or otherwise connected with a company, organisation or public body that has instructed me to act on its behalf or because you are a witness or are referred to in my instructions, you are my professional client, another lawyer or professional involved in a case in which I am acting, or a member of Chambers or a pupil.

### **Obtaining and processing your personal data**

The data that I obtain and the reasons for and manner in which I process it varies with its source and nature.

If you are my client, I store the personal data that I receive in connection with your case from you or my professional client on your behalf, as well as personal data of yours comprised in information from other people involved in the case, such as opponents, their lawyers and witnesses.

In respect of people who are not my client, I obtain and store the names, contact, employment and other data of third parties, with whom I deal in the course of my practice, and personal data of people comprised in my instructions and communications in cases in which I am instructed as well as when enquiries are made about the legal services I may be able to provide.

If you are a member of Chambers, a pupil or clerk at Chambers, I obtain, store and use your name, contact details, work done by you (if you are a pupil or devil) and other information about you that may be contained in Chambers' internal documents or that you give to me yourself.

The purposes for which I process the above personal data are the provision of legal services, the administration of my practice (including my membership of Chambers), research, practice development and marketing, training and

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assessing pupils, training mini-pupils and work experience students, and responding to any complaints. The processing of the above personal data may be necessary for those legitimate interests. Where I process your personal data for those legitimate interests, I will take into account your data rights and only so process them if I consider that they do not override my interests in relation to the data I hold and the use I make of them.

I lawfully process some of the above personal data in order to be able to comply with my legal obligations, such as accounting for tax purposes.

If your personal data reveal your racial or ethnic origin; political, religious or philosophical beliefs; trade union membership; health, sex life or sexual orientation; or criminal offences or related security matters, I will only process those data where you have given your explicit consent, where the processing relates to personal data which are manifestly made public by you, where the processing is necessary for the establishment, exercise or defence of legal claims, or where the processing is otherwise permitted by law.

I will retain your personal data for so long as is necessary for the purposes identified above. This may vary depending on the context in which I acquired the data and the purpose for which I process those data, and, in the event of any sort of dispute for as long as is necessary to resolve it.

Appropriate technical and organisational measures are in place to prevent the loss, misuse or alteration of your personal data.

I may disclose your personal data to third parties where it is necessary or desirable in your interest in order further any of the purposes set out above.

I will retain your data for at most one year beyond any limitation period that applies to any potential cause of action relating to your case.

You have the right to ask me:-

- to confirm whether I am processing your personal data;
- for a copy of them;
- to rectify them;

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- complete them if they are incomplete;
- delete them;
- restrict the extent of my processing of them; and
- return them to you for sending to another data controller, or send them directly to another data controller.

You must verify your identity before I can comply with any such request. You also have the right to object to my processing of your personal data. I may be entitled or bound by law to refuse your request or objection. If so, I will give reasons.

You have the right to complain about my processing of your personal data, including how I respond to any request you may make about how I process your personal data, to the Information Commissioner's Office or, for so long as the General Data Protection Regulation applies in the UK or data protection law permits, the Supervisory Authority of any member state of the European Union.

**Mahmud Aslam**