

Introduction

This Privacy Notice explains how QEB Hollis Whiteman ("Chambers") collects, uses, stores and protects personal data.

We are committed to processing personal data fairly, lawfully and transparently in accordance with applicable UK data protection legislation, including:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- Any other applicable data protection laws and regulations in force from time to time.

This Privacy Notice explains how we use personal data, the circumstances in which it may be shared, and the rights available to individuals in relation to their personal data.

Data Controller

QEB Hollis Whiteman is registered with the Information Commissioner's Office (ICO). Our registered address is 1-2 Laurence Pountney Hill, London, EC4R 0EU, and our ICO registration number is Z6156276.

For any data protection queries, please contact:

Defne Malley, Chambers Manager

Email: Defne.Malley@qebhw.co.uk

What Personal Data We Collect

We may collect and process the following types of personal data:

- Contact details (name, email address, phone number)
- Personal and family information
- Financial information
- Employment and education records
- Case-related information
- Special category data (e.g. health, ethnicity, beliefs) where necessary
- Criminal offence data where required for legal proceedings or the provision of legal services

How We Use Your Personal Data

We process personal data to:

- Provide legal advice and representation
- Manage and administer instructions and legal matters

- Communicate with clients, professional contacts and other relevant parties
- Comply with legal, regulatory and professional obligations
- Carry out compliance and security checks
- Manage Chambers' business operations
- Handle enquiries, complaints and requests

Legal Basis for Processing

We process personal data only where we have a lawful basis to do so under UK data protection legislation. Depending on the circumstances, we may rely on:

- Performance of a contract.
- Compliance with legal obligations.
- Legitimate interests relating to the administration and operation of Chambers.
- Consent, where required.
- The performance of a task carried out in the public interest, where applicable.

Where we process special category personal data or criminal offence data, we do so only where permitted by law and where appropriate safeguards are in place, including where processing is necessary for the administration of justice, legal proceedings, or compliance with legal obligations.

Data Access and Transparency We process personal data fairly, lawfully and transparently. Access to personal data is limited to those who need it for legitimate business, legal or regulatory purposes.

Sharing Your Personal Data

We may share personal data with:

- Instructing solicitors
- Clients and lay clients where appropriate
- Barristers, pupils and legal experts
- Courts, tribunals and regulatory bodies
- Chambers staff and service providers
- Regulators and professional bodies

We may also share data where required by law or where we are otherwise permitted or required to do so.

International Transfers

We do not routinely transfer personal data outside the UK.

Where this is necessary, we will ensure:

- The transfer complies with applicable data protection legislation
- Appropriate safeguards are in place
- Adequacy regulations or equivalent protections apply

Data Retention

We retain personal data only for as long as necessary:

- To provide legal services
- To comply with legal, regulatory and professional obligations
- To establish, exercise or defend legal claims
- In accordance with our Retention and Disposal Policy

Personal data will be securely deleted, destroyed or anonymised when it is no longer required.

Your Rights

Under applicable data protection legislation, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data
- Restrict or object to processing
- Data portability
- Lodge a complaint

Automated Decision-Making

We do not carry out automated decision-making or profiling that produces legal or similarly significant effects on individuals.

Data Security

We take appropriate technical and organisational measures to ensure that personal data is kept secure and protected against unauthorised access, loss or misuse.

Data Protection Complaints

If you have concerns about how we handle your personal data, you have the right to make a complaint to us directly.

Please submit complaints in writing to:

Defne Malley

Chambers Manager

defne.malley@qebhw.co.uk

When we receive a complaint, we will:

- Acknowledge receipt of your complaint within 30 days
- Review the concerns raised
- Take appropriate steps to investigate the complaint
- Respond without undue delay
- Keep you informed if additional time is required

We encourage you to contact us first so we can try to resolve your concerns.

You also have the right to complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/make-a-complaint/>

Cookies

We use cookies to:

- Improve website functionality
- Remember preferences
- Analyse usage and performance

Cookies are used in accordance with applicable data protection legislation and transparency requirements.

Updates to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in law or our practices. The latest version will always be available on our website.