

## **Richard Alomo - Privacy Notice**

This privacy notice contains information collected, stored and otherwise processed about you and the reasons for the processing.

I, am registered with the Information Commissioner's Office as a data controller for the personal information that I hold and process. My registered address is No5 Chambers, 4-7 Salisbury Ct, London EC4Y 8AA. My registration number is Z6525159

I need to gather and use certain personal information about individuals. These can include clients, customers, suppliers, business contacts, employees and other people I have a relationship with or may need to contact.

### **Who am I?**

I am a barrister at No.5 Chambers providing legal and advocacy services as an independent, self-employed barrister. I collect, use and am responsible for personal information about you. When I do this I am the 'controller' of this information for the purposes of the General Data Protection Regulation 2016 ("GDPR") and the Data Protection Act 2018 ("DPA").

If you need to contact me about your data or the processing carried out, you can use the details set out at the end of this document.

### **What I do with your information?**

When carrying out the provision of legal service, I collect some or all of the following personal information that you provide:

- a) Personal details
- b) Family details
- c) Lifestyle and social circumstances
- d) Goods and services
- e) Financial details
- f) Education
- g) Training and employment details
- h) Physical or mental health details, including medical records
- i) Racial or ethnic origin
- j) Political opinions
- k) Religious, philosophical or other beliefs
- l) Trade union membership
- m) Sex life or sexual orientation
- n) Genetic data
- o) Biometric data of the purpose of uniquely identifying a natural person
- p) Criminal proceedings, outcomes and sentences and related security measures

- q) Other personal data relevant to instructions to provide legal services, including information specific to the instructions in question.

### **Information collected from other sources**

I may also obtain the same categories of information from third parties, such as members of chambers, legal professionals, experts, members of the public, your family and friends, witnesses, courts and tribunals, suppliers of goods and services, investigators, government departments, regulators, public records and registers.

### **How I use your personal information?**

I may use your personal information for the following purposes:

1. to provide legal services, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
2. to investigate and address your concerns;
3. to keep accounting records and carry out office administration;
4. to take or defend legal or regulatory proceedings or to exercise a lien;
5. to respond to potential complaints or make complaints;
6. to check for potential conflicts of interest in relation to future potential cases;
7. to promote and market my services;
8. to carry out anti-money laundering and terrorist financing checks;
9. to train other barristers and when providing work-shadowing opportunities;
10. to respond to requests for references;
11. to publish legal judgments and decisions of courts and tribunals;
12. to comply with my professional or legal obligations

### **Whether information has to be provided by you and why?**

If I have been instructed by you or on your behalf on a case, or if you have asked for a reference, your personal information has to be provided to enable me to provide you with advice or representation or the reference, and to enable me to comply with my professional obligations and to keep accounting records.

If you are offering or providing me with goods or services your information may be processed in relation to such offers or contracts.

### **Lawful basis for processing your information**

My primary lawful basis for processing your information are consent and performance of the contract by which I am instructed to provide legal services or in order to take steps at your request prior to entering into the contract, but other lawful basis may become relevant.

I also rely on the following as the lawful basis to collect and use your personal information:

- In relation to information in categories (g) to (p) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings), I am entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for the establishment, exercise or defence of legal rights.
- In relation to information which is not in categories (g) to (p) above, I rely on its legitimate interests and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- The processing is necessary to prevent or detect unlawful acts where it is in the substantial public interest and it must be carried out without consent so as not to prejudice those purposes.
- In certain circumstances processing may be necessary in order that I can comply with a legal obligation to which I am subject (including carrying out anti-money laundering or terrorist financing checks).

#### **Who I share your personal information with?**

Some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a barrister I have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may be necessary to share your information with the following:

- data processors, such as my chambers staff, IT support staff, email providers, data storage providers
- instructing solicitors or other legal professionals
- experts and other witnesses
- prosecution authorities
- law enforcement officials, government authorities or other agencies or third parties in order to meet my legal obligations
- courts and tribunals
- trainee barristers
- lay clients
- family and associates of the person whose personal information I am processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals

## **Data Storage**

Your Information and records will be stored securely and will only be accessible to authorised staff and data processors.

Your Information will be stored for only as long as it is needed or required by statute and will be disposed of appropriately. This means I will normally store information I have:

- until at least 1 year after the expiry of any relevant limitation period;
- I will store some of your limited information which I need to carry out conflict checks for the rest of my career;
- Names and contact details held for marketing purposes may be stored indefinitely.

## **Consent**

As set out above, I am relying on your explicit consent to process your information in categories (g) to (p) above. You provided this consent when you agreed that I would provide legal services.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity I have carried out prior to you withdrawing your consent. However, where I also rely on other basis for processing your information, you may not be able to prevent processing of your data. For example, if you have asked me to do work for you and I have spent time on your case, you may owe me money which I will be entitled to claim.

If there is an issue with the processing of your information, please contact me using the contact details below.

## **Your rights**

The General Data Protection Regulation gives you specific rights regarding your personal information. For example, you have the right:

- to be informed about the personal information I hold about you and what I use it for;
- to ask for a copy of the personal information I hold about you;
- to ask me to correct any inaccuracies in the personal information I hold about you;
- to ask for your personal information to be erased;
- to restrict my processing of your personal information in certain circumstances;
- to ask me to stop sending you direct mail or email, and in certain circumstances to ask me to stop processing your details.

You can find out more information about your rights under the GDPR from the Information Commissioner's Office's website. The Information Commissioner's Office is also the organisation that you can lodge a complaint with if you are unhappy. The Information Commissioner's Office can be contacted at <http://ico.org.uk/concerns/>.

**Future processing**

I do not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this privacy notice will be amended.

**Changes to this privacy notice**

This privacy notice was published in June 2020.

I continually review my privacy practices and I may change this policy from time to time. When significant changes are made you will be notified by post or email.

**Contact details**

If you have any questions about this privacy notice or the information I hold about you, please contact me or my clerks at [info@no5.com](mailto:info@no5.com) or by telephone on 0845 210 5555.