

Privacy Notice

Please read the following information carefully. This privacy notice contains information about what personal data I collect and store about you and why. It also tells you who I share this information with, the security mechanisms I have put in place to protect your data and how to contact me if you have a complaint.

I, JACK FEENY, collect, use and am responsible for personal information about you or your client. When I do this, I am the Data Controller of this information for the purposes of the General Data Protection Regulation and other applicable data protection laws.

Information collected by me

When instructed, I collect the following personal information that you provide to me:

- Information that you provide via an email address, post and any other method;
- Name and Job Title;
- Contact Information including home address, telephone number, date of birth and email address;
- A record of any correspondence;
- Information about your instruction which may include personal data
- Some special category personal information (this may include health information, political opinions, trade union membership or information about your private life) when required as part of your instruction

Information collected from other sources

I may collect the following information from other sources:

- Contact Details, Name, Home Address, Telephone number, Date of Birth and email address;
- Details of your instructions;
- Information provided by a solicitor relating to the instruction;
- Any evidence obtained throughout your instruction, which could contain personal opinions, political beliefs, medical history, and other special categories of data;
- Some special category personal information when required as part of your instruction

How I use your personal information

I use your personal information for the following purposes:

- To provide a legal service to you or your client;
- Act on behalf of the client;
- Investigate on behalf of the client;

Legal reasons I collect and use your personal information

I need to use your personal information in order to fulfil the contract between us and act on your instructions or in order to take steps at your request prior to you entering into a contract with me. As such, the legal basis for my use of your personal data is that it is necessary for the performance of a contract.

In certain circumstances the processing is necessary in order for me to comply with my legal obligations (such as compliance with anti-money laundering legislation) or the processing is necessary for the pursuit of my legitimate business interests such as conducting my professional practice and in providing legal services.

In certain circumstances (such as where I use personal information of an individual who is not my client in relation to a matter or claim) or where I use your special category personal information, I need to do this for the establishment, exercise or defence of a legal claim.

Who will I share your personal information with?

I will share information with No 5 Chambers who act as a Data Processor.

I have relationships with other third parties (such as pupils and IT service providers) that I may share data relating to your instruction with. This data sharing enables me to carry out contractual and legal obligations in order to provide a service to you, or your client, and conduct administrative support. For a list of these third parties contact me at No5 Chambers, 4-7 Salisbury Court, London, EC4Y 8AA.

I will share personal information if required to do so by law, including in response to a legal process, such as a court order or subpoena, or to comply with other national, state, provincial or local laws.

I will not share your personal information with any other third parties without your consent.

How long will I store your personal data?

I hold data securely and in line with my regulatory obligations.

Throughout the process of your instruction I will need to use your personal and sensitive special category personal information to ensure that my record is correct, so I can handle your instruction in a timely and lawful manner.

Any documentation, requests, evidence and associated notes or telephone recordings will be stored electronically to which access is restricted on a need to know basis. No.5 Chambers and Clerks within No. 5 Chambers will need access to your personal and sensitive information in order to conduct our contractual obligations but their access to such information will be proportionate and only as required to fulfil these obligations. This information will be kept for 7 years and subsequently deleted after this time.

Your Rights

Under the General Data Protection Regulation, you have a number of important rights that you can exercise free of charge. In summary, these rights are:

- Transparency over how I use your personal data and fair processing of your information;
- Access to your personal information and other supplementary information;
- Require me correct any mistakes or complete missing information I hold on you;
- Require me to erase your personal information in certain circumstances;
- Receive a copy of the personal information you have provided to me or have this information be sent to a third party, this will be provided to you or the third party in a structured, commonly used and machine-readable format;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict my processing of your personal information in certain circumstances;
- Request not to be subject to automated decision making which produce legal effects that concern you or affect you in a significantly similar way.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

Please note that those rights do not always apply and there are certain exceptions to them. I will also need to confirm identity before acting on certain requests.

If you want to exercise any of these rights, please:

- Email, call or write to me at No5 Chambers, 4-7 Salisbury Court, London, EC4Y 8AA
- Provide information so that I can identify you, for example; a copy of your Passport, Driver's License, Utility Bill etc. I may need to contact you to request further information to verify your identity;
- Let me have proof of your identity and address;
- State the right or rights that you wish to exercise.

Data transfers

From time to time, I may need to use third party service providers (such as cloud service providers who act as a Data Processor), who may have offices that are located in territories outside of the European Economic Area ("EEA"), including in the USA, in order to provide you with the services required.

Please note that the legal regimes of some territories outside of the EEA do not always offer the same standard of data protection as those inside the EEA, although I will ensure that your Personal Information is only ever treated in accordance with this Policy.

Where necessary, I have entered into standard European Commission approved form model data protection clauses with other entities who have offices that are located in territories outside of the EEA (if a transfer is to the United States a service provider must either enter into the standard European Commission form approved data protection clauses or be Privacy Shield certified), to provide you with the service required.

How to make a complaint?

I hope that you are happy with the service I provide and that No5 Chambers can resolve any issues or complaints that arise. Please get in touch if you have any concerns.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where the alleged infringement of data protection laws occurred. The UK supervisory authority is the Information Commissioner's Office who can be contacted at <https://ico.org.uk/concerns/>.

Security

I take information security seriously and want to ensure you and your client are aware of what procedures and processes I have in place to support this. My IT is provided by No5 Chambers who have undergone a risk assessment and mitigation process to help safeguard any of your data held on my IT systems. I also manage some IT personally and have adopted best practice information security management. I have Third Party agreements in place which clearly defines how any data I provide to them is processed in accordance with this policy. I conduct reviews of policies and data on an annual basis to ensure that no data is kept for longer than is necessary and the relevant retention periods are adhered to. I complete regular training on the GDPR and Information Security.

Future Processing

I do not intend to process your personal information for any reason other than stated within this privacy notice. If this changes, I will inform you by your preferred method of contact which we will have obtained from the outset.

Changes to this privacy notice

This privacy was published in February 2021. Privacy practices may change this policy from time to time. When I do, I will inform you by your preferred method of contact.

Contact me

If you have any questions about this privacy notice, or the information I hold about you, please contact me directly and we will happily discuss this with you.

The best way to reach me is to contact No5 Chambers, 4-7 Salisbury Court, London, EC4Y 8AA.

Alternative formats

If it would be helpful to have this notice provided in another format (for example: in another language, audio, braille) please contact me.