

PHILIP VOLLANS, No. 5 Chambers, Privacy Policy

Our contact details

Name: Philip Vollans

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This privacy policy was updated on Tuesday 2nd February 2021.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details in respect of information provided 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 Sensitive personal information when required as part of your instruction
- Financial documentation
- Medical documentation
- Employer or Employees details connected with legal proceedings.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- In relation to instructions or potential instructions for legal services
- To assist in the preparation or identification of cases, or legal services

[If applicable] We also receive personal information indirectly, from the following sources in the following scenarios:

- In relation to instructions or potential instructions for legal services. These may include, experts, those associated or employed by said experts, instructing professional bodies, legal professionals, agents on behalf of legal professionals, medical professionals.

We use the information that you have given us in order to:

- Prepare and provide advice/guidance, whether written or orally in the course of proceedings or potential proceedings that may arise.
- To assist in the identification of evidence, or potential evidence that may be capable to assist, undermine, disprove, evidence, develop case theories, or instructions provided in connection with legal proceedings.

We may share this information with third parties connected with such legal proceedings which may include instructing solicitors, clerks, barristers, court staff, judiciary, lay magistrates, civilians connected or involved with proceedings e.g. witnesses, or members of the jury.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) We have a contractual obligation.

(b) We have a legal obligation.

(c) We have a vital interest.

(d) We need it to perform a public task.

(e) We have a legitimate interest.

How we store your personal information

Your information is securely stored at No.5 Chambers Birmingham, or one of its company buildings, or at the personal residence of the Barrister, namely Philip Vollans. For security and confidentiality reasons such an address may be obtained from chambers, with the consent of Philip Vollans. Reasonable steps will be taken to ensure the safety of such information including, locked premises, alarm, and where necessary a locked and secure cabinet.

We keep all relevant electronic personal information obtained in the course of proceedings or advice for a period of 7 years. Such notes or documentation drafted in accordance with legal advice will be held either at the personal address of Mr Philip Vollans, or the professional address(es) of No.5 chambers. Where physical information has been obtained in connection with legal proceedings, an electronic copy, or physical document will be provided to the instructing solicitor. All physical files provided in the course of proceedings will be electronically copied, and subsequently returned in physical or electronic form to instructing solicitors, clerks, or connected third parties. On conclusion of the legal service, your physical paperwork will be destroyed through an approved confidential waste provider.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at crime@no5.com; 0845 210 5555 if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at No 5 Chambers, Fountain Court, Steelhouse Lane, Birmingham, B4 6DR.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>