
DATA PROTECTION POLICY OF ALEXANDER MELLIS

1 February 2021

Review date: January 2022

1. I am a Data Controller under the General Data Protection Regulation, and am registered with the Information Commissioner's Office as a Data Controller.
2. This policy applies to all the data that I hold relating to identifiable individuals.
3. In case of any queries or questions in relation to this policy please contact me, ALEXANDER MELLIS.
4. I recognise that I control and am personally responsible for compliance with the GDPR in relation to the personal data that I control, which is all the personal data coming to me in the course of my practice. I recognise this as a non-delegable responsibility. I do not process data for clients.
5. Employees of and contractors employed by No5 Chambers Limited will have access to some of the data which I control. Although I recognise the non-delegable nature of my responsibility, having No5 Chambers Limited's own policies I consider that those policies are adequate and appropriate. I therefore do not intend to lay down any further or different policies in respect of such employees and contractors.
6. Data controlled by me will sometimes be shared with other data controllers, such as solicitors and other barristers. Where such other professionals are under a regulatory obligation of their own to comply with the GDPR, I will not investigate their compliance but will assume they will comply with their duties unless there is any reason to suggest otherwise.

7. In the case of data processors who are not employees of No5 Chambers or are not professionals subject to their own regulation as aforesaid, I will ensure that everyone processing personal data which I control understands that they are responsible for following best data protection practice, are appropriately trained to do so and are appropriately supervised. Where appropriate, I will enter into data processing agreements to promote best data protection practice by those to whom I entrust data.

General Data Protection Policy

8. Terms used in this policy which are defined terms in the GDPR have that defined meaning.
9. I will process personal data lawfully within the meaning of Art 6, and fairly and transparently.
10. When instructions have been received and work upon them is not yet complete, I will collect, retain, access, use and communicate the data for the purpose of delivering my services.
11. When instructions have been fulfilled, I will retain the data only for one or more of the Art 6 reasons: essentially to meet my business needs (to enable me to provide a better service if instructed again in relation to the same or a related matter), to comply with legal requirements, to provide evidence in the event of disputes and/or in the defence of a legal claim.
12. I will collect data only for the purpose of delivering legal services in my practice as a barrister.
13. I will not further process data in a manner incompatible with that purpose.
14. I will collect and process adequate and relevant information, and only to the extent that it is needed for the purpose identified above. However I will take a practical

approach to this. I will not sift every document delivered to me and delete those parts which are not strictly necessary for the case on which I am working. It would not be practicable to do so. I will trust professionals and lay clients providing me with data to provide only what is reasonably necessary.

15. I may use personal data for the following purposes:

- to provide legal services to my clients, including the provision of legal advice and representation
- to keep accounting records and carry out office administration
- to take or defend legal or regulatory proceedings or to exercise a lien
- to respond to potential complaints or make complaints
- to check for potential conflicts of interest in relation to future potential cases
- to promote and market my services
- to carry out anti-money laundering and terrorist financing checks
- to train other barristers and when providing work-shadowing opportunities
- to respond to requests for references
- when procuring goods and services
- as required or permitted by law.

16. I will ensure that so far as it is necessary and within my reasonable power to do so, the personal data is kept up to date. The nature of my practice requires certain personal data to be the subject of contention.

17. I will keep personal data only so long as the purposes identified above persist.

18. I will take appropriate technical and organisational security measures to safeguard personal data

19. I will not transfer information outside the UK except by communicating it to a client or his/her/its authorised representative abroad.

20. I will set out clear procedures for responding to requests for information.

21. I will ensure that the rights of people about whom information is held, can be fully exercised under the GDPR.

Data Storage and access

The data

22. The data I control may be divided into the following groups, according to how and where it is kept. This categorisation is not intended to be exhaustive but is intended to assist in achieving the objectives identified in paragraph 27 below:

- Hard copy documents
- Electronic files (pdf, Word, spreadsheets, jpegs, PowerPoint etc) stored digitally on my Mac computer.
- Documents open for the purpose of working on them, and therefore visible on a screen.
- Emails - Emails to and from clients which will often include case information and correspondence. I receive, send and store emails in Mail on my Mac and the Mail apps on my iphone and ipad.
- Contact details of clients including personal data such as name/address and financial information relating to billing. This data is kept for me by N05 Chambers.

The devices

23. The devices which I use to access this data are:

- An Apple Mac laptop (“the Mac”) which I often carry with me when out of chambers and away from home.
- An iPad which I often carry with me when out of chambers and away from home.
- An iPhone which is always with me.

24. I occasionally receive data from solicitors or lay clients on external media such as USB sticks, CDs or DVDs. Very occasionally I may wish to copy data to external media. I do not retain such external media beyond what is necessary for a case and will save such data to No5 Chambers’ Dropbox.

Third parties

25. The only third parties with which I share data are No5 Chambers and its staff. I do not have a formal data sharing agreement with my chambers because I have total confidence in the integrity of its systems and of its senior management and I understand as a legal organisation that it has taken reasonable steps to ensure that its systems and policies are compliant.

26. Occasionally employees of Cloud Systems access my devices for maintenance and similar purposes, but only in my presence and under my supervision.

Security

Objectives

27. My security objectives are to ensure:

- Confidentiality of information – access to information is restricted to those persons with appropriate authority to access it.
- Integrity of information – information shall be complete and accurate.
- Availability of information – information shall be available and delivered to the right person at the time when it is needed.

Hard copy documents

28. I only occasionally need papers with me wherever I am working, which might be in chambers, at home, in court, at others' offices (particularly solicitors' offices), while travelling or in hotels.
29. All papers will be moved securely between these locations. On public transport they will not be left unattended out of my bag. Papers left in an unattended car will be stored out of sight but as I travel by public transport this is very rare. This will only occur where necessary and for brief periods of low risk. Case files will not be left in a car overnight.
30. Papers will never be left freely available in any common area in circumstances where there is a real risk that they may be read by unauthorised individuals. They will never be opened in circumstances where there is such a risk.
31. I only take papers home for the purpose of working on them imminently so they remain outside chambers no longer than reasonably necessary. It is now rare this occurs. They are kept in my private study to which only my partner has access. My partner is also a practising barrister and member of No5 Chambers. Given the nature of our practices, I am satisfied that my partner has no interest in these papers or will look at them. When papers are not in use but are at home they are left in a locked filing cabinet in the study.
32. Given the nature of my practice, I am satisfied that my home is most unlikely to be targeted for the purpose of stealing personal data and that my case papers are unlikely to be of interest to a casual burglar.

Electronic files in No5 Chambers' Dropbox account

33. This account is administered on behalf of No5 Chambers by Cloud Systems and is fully secure. The integrity and accessibility of data is assured.

34. I primarily use the No5 Chambers Dropbox to access papers.

Files being accessed and/or accessible from my devices

35. Electronic files will never be opened on a screen in circumstances where they can be read by members of the public. In the event that they are open on a screen when unlocking my Mac, ipad or iphone personal data contained within any such file is kept limited to what is necessary and not left on the screen for anything but a brief period of time.

36. All the devices identified above will be kept secure at all times within the limits of reasonable practicability.

a. The phone is password protected and encrypted and will not be left unattended away from home.

b. The ipad is password protected using Apple software. It is also encrypted. It locks automatically when not used. It will not be left unattended and on view. It will only be left unattended at all where this is not reasonably avoidable.

c. The Mac is password protected using Apple software. It is also encrypted. It locks automatically after 5 minutes. It will not be left unattended and on view. It will only be left unattended at all where this is not reasonably avoidable.

37. The devices are kept up-to-date with software updates to ensure security is maintained.

38. Operating software is checked regularly to ensure that the latest security updates are downloaded.

39. Removable storage media such as memory sticks will be rarely used. I do sometimes accept documents on such media and rarely may load documents onto them. On such occasions the memory stick will be guarded as carefully as all other devices containing personal data and returned to chambers as soon as I am finished with it.

Data Retention

40. This policy covers the all personal data irrespective of the media on which they are created or held and includes

- client documents;
- notes of meetings;
- instructions received and advice given.

41. My policy is to retain electronic data for at least 6 years. I consider it proportionate to retain for that period since the possibility of a dispute may endure for 6 years from the date of the last work undertaken.

42. Further, data in cases involving children (aged 18 or under), for whom limitation within the meaning of the Limitation Act 1980 does not run until they turn 18 years old I will retain until at least 6 years after limitation has started to run. I will endeavour to delete such documents within a reasonable time-scale after that point.

43. Further, data in cases involving Protected Parties (those who lack capacity to litigate and for whom limitation does not run) I will retain electronic data for 15 years, such time being a reasonable and proportionate time to ensure that any legal claim that can be reasonably envisaged can be defended. I will endeavour to delete such documents within a reasonable time-scale after that point.

44. As to paper documents, these will be returned to instructing solicitors or other professional clients when I no longer need to keep them for the purposes of working on the case. The solicitors are entitled to their return and will have their own professional obligations and retention policies. Papers may be retained whilst awaiting the outcome of any given case/confirmation that the papers are no longer required/payment has been provided. I will ensure that each year the paper documents retained are evaluated to enable their destruction or return as appropriate.

45. Paper documents will only be retained in No5 Chambers' premises, wherever those may be from time to time. They may be brought home for the purposes of working on and preparing cases but will be returned to chambers' premises as soon as practicable and proportionate.

46. However none of the above paragraphs are definitive. I will keep individual cases under review. The ultimate disposal decision will have regard to:

- on-going business and accountability needs (including audit);
- current applicable legislation;
- whether the record has any long-term historical or research value;
- best practice in the profession;
- costs associated with continued storage.

47. No destruction of data will take place unless:

- the data is no longer required for the purpose of my practice;
- no work is outstanding;
- no litigation or investigation is current or pending which affects the data;
- there are no current or pending FOIA or GDPR subject access requests which affect the data.

Data Access

48. All data subjects have the right to access the information I holds about them, except where specific exemptions apply.
49. I will deal with subject access requests in accordance with the Subject Access Request Policy of No5 Chambers.

Disclosure

50. I may share data with other agencies such as government departments and other relevant parties.
51. The data subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows disclosure (including of sensitive data) without the data subject's consent.

Data Protection Training

I will ensure that I am appropriately trained in Data Protection. This has included the No5 Rliance GDPR Training package in advance of the coming into force of the GDPR on 25 May 2018.