

KAWSR ZAMAN

PRIVACY NOTICE

1. INTRODUCTION

- 1.1 This Privacy Notice describes how Kawsar Zaman deals with (or “processes”) personal data.

2. WHO IS THE DATA CONTROLLER?

- 2.1 Kawsar Zaman is the “data controller” for all of the processing described in this Notice.
- 2.2 Kawsar Zaman is a barrister in independent (self-employed) practice from No5 Chambers. Kawsar Zaman is registered as a data controller with the UK Information Commissioner’s Office (ICO).
- 2.3 Kawsar Zaman is bound by the rules contained in the Bar Standards Board’s (“**BSB**”) Handbook, including the duty to maintain the confidentiality of his clients’ affairs.

3. HOW TO CONTACT KAWSAR ZAMAN REGARDING THE PROCESSING OF PERSONAL DATA

- 3.1 To contact Kawsar Zaman about his processing of personal data, you can email kz@no5.com or write to him at No5 Chambers, 4-7 Salisbury Court, London, EC4Y 8AA.

4. WHAT PERSONAL DATA DOES KAWSAR ZAMAN PROCESS?

Personal data relevant to Kawsar Zaman’s legal services

- 4.1 Kawsar Zaman processes personal data provided by his clients in the context of requests for his legal services and other related services.

That personal data may relate to his clients, or to:

- (i) witnesses or other individuals concerned in the request for legal advice or the relevant dispute or matter;
- (ii) any opposing parties in the relevant matter (or their representatives, where the opposing party is a corporate body);
- (iii) other barristers, solicitors and professional representatives (including expert advisors or witnesses) acting for Kawsar Zaman's clients or for any opposing parties; and
- (iv) mediators, adjudicators or judges who have been or are likely to be involved in the relevant matter.

4.2 In this context, he processes personal data that he or his clients consider relevant to the requested legal services. This also includes information relevant to the payment of his professional fees – such as bank account information.

4.3 Kawsar Zaman may also receive personal data from opposing parties in litigation or disputes, or from individuals acting on behalf of the courts or regulators. That personal data will again include information that the individual providing the data considers relevant to the dispute or matter.

4.4 In some situations, the information that he receives from his client will include special category data (falling under Article 9 or 10 GDPR). This may include, for example:

- (i) information as to the health of clients or others involved in a case or request for legal advice; and/or
- (ii) information in relation to protected characteristics in discrimination claims.

Other personal data

4.5 Kawsar Zaman also processes personal data in other contexts – such as in relation to:

- (i) other participants in professional interest groups, legal education events or similar groups or events;

- (ii) individuals who offer goods or services to him for example, accountants and financial advisors;
 - (iii) individuals who contact him in relation to a case, interest group, event or other matter in which he does not (for whatever reason) eventually participate; and
 - (iv) his contacts on social media.
- In this context, he may process contact details, information about work positions and other personal data provided by relevant individuals.

Freedom to withhold personal data

- 4.6 Individuals are free to withhold personal data. However, if clients withhold personal data, this may affect his ability to provide legal services for those clients.
- 4.7 Individuals may obtain more information as to the impact of withholding personal data in their particular circumstances by contacting him in the manner described in section 3 of this Notice.

5. WHAT DOES KAWSAR ZAMAN USE PERSONAL DATA FOR?

- 5.1 Kawsar Zaman processes personal data for the purposes of his legal practice. This includes:
 - (i) Providing legal services, including legal advice, representation in litigation before the courts and tribunals in the UK and elsewhere, and representation in other contexts – for example in disciplinary proceedings or public enquiries;
 - (ii) Other incidental activities, such as acting as a mediator, teaching law or professional skills, participating in industry events for the sharing of knowledge or discussion of relevant legal developments, the provision of legal or skills training, acting as an expert witness in foreign proceedings, or participating (in the capacity of a self-employed barrister) in other (for example public, political or charitable) bodies and institutions;

- (iii) Social activities related to his professional activity – for example participating in or organising social events for barristers and other professionals;
- (iv) Carrying out invoicing and fee collection activities;
- (v) Marketing his practice and skills to clients and potential clients, including by publishing details of past cases on the internet, or submitting details of past cases to legal directories;
- (vi) Applying for appointments such as to panels of counsel maintained by third parties, or for accreditation as (for example) Queen’s Counsel;
- (vii) Maintaining records of his practice and fee receipts for the purposes of business planning and submission to third parties such as accountants, financial advisors and providers of professional indemnity insurance; and
- (viii) Responding in the event of complaints.

5.2 He is regulated by the BSB, and bound to comply with the BSB Handbook. He may therefore also process personal data for the purposes of complying with his obligations laid down by the BSB Handbook or otherwise by the BSB or other authorities exercising powers conferred by law.

5.3 Kawsar Zaman stores and processes personal data for the purposes of bringing and responding to claims arising out of his provision of legal services and other incidental activities, and in order to comply with accounting rules.

5.4 As a general rule, it will be clear from the context in which personal data is provided to him which of these purposes will be relevant. However, individuals can seek clarification by contacting him in the manner described in section 3 of this Notice.

6. **THE LEGAL BASIS FOR KAWSAR ZAMAN’S PROCESSING**

6.1 Kawsar Zaman processes personal data as is necessary for the pursuit of his legitimate interests. Those legitimate interests include:

- (i) providing legal and other similar services for clients;
- (ii) complying with applicable law and regulatory requirements (including, but not limited to, obligations under the BSB Handbook and any other

requirements imposed by the BSB or another authority acting pursuant to law);

- (iii) managing his practice and professional commitments;
- (iv) marketing his professional services;
- (v) carrying out other professional and incidental activities, as referred to in section 5 of this Notice;
- (vi) bringing or responding to claims arising out of his activities, and meeting the requirements of his professional indemnity insurance; and
- (vii) complying with accounting rules.

Special category data

6.2 As described in section 4 of this Notice, he may occasionally process special category data in the context of providing legal services. He processes this personal data for the purposes of the establishment, exercise or defence of legal claims.

Right to object

6.3 Individuals whose personal data is processed by Kawsar Zaman in pursuit of his legitimate interests have the right under Article 21(1) of the GDPR to object to that processing.

6.4 Individuals whose personal data is processed for direct marketing purposes have the right under Article 21(2) to insist that that processing immediately stops.

6.5 In order to exercise those rights, individuals may contact him in the manner described above.

6.6 In the event of an objection:

- (i) any processing for the purposes of providing legal services will continue, pursuant to Article 21(1) of the GDPR;
- (ii) any processing for the purposes of direct marketing activities will immediately cease; and
- (iii) as regards processing for other purposes:

- a. that processing will continue if Kawsar Zaman can demonstrate overriding legitimate grounds for the processing; and
- b. pending verification of whether overriding legitimate grounds exist for the processing, the processing will be restricted in accordance with Article 18 of the GDPR.

7. RECIPIENTS TO WHOM KAWSAR ZAMAN SENDS PERSONAL DATA

7.1 Kawsar Zaman transfers personal data to a broad range of recipients.

Recipients within No5 Barristers' Chambers

7.2 Kawsar Zaman transfers personal data to No5 Chambers Limited for the purposes of obtaining its assistance as data processor in the administrative and financial running of his practice. He may also transfer personal data to other members of No5 Barristers' Chambers, for example:

- (i) where other members are instructed by the same client to provide legal services in relation to the same proceedings or request for advice; or
- (ii) where other members are instructed as opposing barristers in the same proceedings; or
- (iii) to pupils or individuals undertaking "mini-pupillage" or other work experience within chambers.

IT service providers

7.3 Kawsar Zaman transfers personal data to third parties providing IT facilities and related services as data processors. This includes providers of email processing and storage services, storage and backup of other electronic files, network and internet services, telephony services, and confidential waste and IT equipment destruction services.

Other recipients

7.4 Kawsar Zaman transfers personal data to other entities and individuals involved in legal proceedings. This may include:

- (i) clients, their representatives and professional advisors;
- (ii) courts, tribunals, arbitrators and mediators;
- (iii) witnesses and other professionals such as expert witnesses; and
- (iv) opposing parties, opposing solicitors, opposing barristers and their chambers and other third parties participating in litigation.

7.5 Kawsar Zaman may also transfer personal data to recipients outside the context of legal proceedings. This may include:

- (i) other barristers or organisations which represent the interests of barristers or organise events or training for barristers;
- (ii) regulatory authorities (such as the BSB), Ombudsmen and other authorities exercising legal powers;
- (iii) various third parties in connection with external appointments (such as judicial appointments);
- (iv) entities involved in the selection of barristers as panel counsel or Queen's Counsel;
- (v) professional advisers, for example when seeking legal, financial or accountancy advice or services;
- (vi) third party providers of listings or directories of barristers;
- (vii) individuals providing assistance such as legal assistants or researchers or typists;
- (viii) third party service providers such as restaurants, venue operators or events management companies; and/or
- (ix) third parties involved in journalistic or publicity-raising activities, such as event organisers or legal publishers.

8. TRANSFERS OF PERSONAL DATA TO OTHER JURISDICTIONS

8.1 Kawsar Zaman may transfer personal data outside the UK where:

- (i) instructed to provide legal services or to act as an expert witness by a client located outside the UK, and is required to send information or work product to the client in the course of carrying out the client's instructions; or
- (ii) instructed to represent a client in a dispute or other matter before a court outside the UK, before an international organisation, or before a

mediator or arbitrator outside the UK, and Kawsar Zaman is required to send information or work product to the relevant international organisation, court, mediator or arbitrator.

8.2 Those transfers will be made for the purposes of legal claims, pursuant to adequacy regulations under section 17A of the Data Protection Act 2018 (the “**DPA 2018**”) or pursuant to standard data protection clauses specified by the Secretary of State pursuant to section 17C DPA 2018 or by the Information Commissioner pursuant to section 119A DPA 2018. Further details of individual transfers and safeguards may be obtained by contacting Kawsar Zaman in the manner described in section 3 of this Notice.

8.3 Other transfers to recipients described in section 7 of this Notice may also, in some situations, involve transfers of personal data outside the UK. These transfers will be made:

- (i) in compliance with the terms of an adequacy decision of the European Commission governing the jurisdiction where the recipient is located; or
- (ii) where there is no adequate decision for the recipient’s jurisdiction, in reliance on the European Commission’s Standard Contractual Clauses for the transfer of Personal Data to controllers or processors outside the European Union, together with any additional safeguards that may be required on a case-by-case basis.

8.4 For further details of individual transfers and safeguards, please contact Kawsar Zaman using the methods described in section 3 of this Notice.

9. **HOW LONG CAN KAWSAR ZAMAN KEEP PERSONAL DATA FOR?**

9.1 As described in section 5 of this Notice, Kawsar Zaman processes personal data for various purposes, including for the purposes of ensuring his legal and regulatory compliance and bringing or responding to civil claims.

9.2 For this reason, he retains personal data for a period of seven years, in order to comply with accounting rules and in order that information remains available in the event of civil claims brought during normal limitation periods.

9.3 That seven-year period will start on the date on which the communication or document containing personal data was received by him, except where:

- (i) the communication or document is relevant on an ongoing basis to his provision of services for a client – in which case the period will start on the date on which his provision of services for that client finally ends; or
- (ii) the communication or document has been used in or relevant to his other professional activities (such as participation in an event) – in which case the period will start when the activity comes to an end; or
- (iii) the communication or document has been used in or relevant to the provision of services to him – in which case the period will start when the services come to an end; or
- (iv) the communication or document has been relevant to or used in enforcement action or legal proceedings – in which case the period will start on the date on which the enforcement action or legal proceedings were finally resolved (including any appeals); or
- (v) you agree that he can retain your personal data for longer – in which case the period will start on the date that you indicate your agreement.

9.4 Kawsar Zaman conducts a deletion exercise at least once per year, during which any personal data which is “expired” in accordance with these principles is deleted.

10. YOUR OTHER RIGHTS

10.1 You have rights to object to Kawsar Zaman’s processing of personal data, as described in section 6 of this Notice.

10.2 You also have the following additional rights:

- (i) the right to information about and access to your personal data, under Article 15 GDPR;
- (ii) the right to have inaccurate personal data rectified, and incomplete data completed, under Article 16 GDPR;
- (iii) the right to have your personal data erased, under Article 17 GDPR;
- (iv) the right to have processing activities restricted, under Article 18 GDPR;

- (v) the right to data portability, under Article 20 GDPR;
 - (vi) the right to withdraw consent, where processing is based on consent, under Article 7(3) GDPR;
 - (vii) the right not to be subject to decisions based on automated processing which produce legal or other similarly significant effects, under Article 22 GDPR; and
 - (viii) the right to complain to a supervisory authority, under Article 77 GDPR.
- To exercise these rights in relation to his processing of your personal data, please contact Kawsar Zaman in the manner described in this Notice.

11. REVIEW OF THIS NOTICE

- 11.1 This Notice will be reviewed annually on or before 31 January of the corresponding calendar year.

7 February 2021