

Privacy Notice of Jonathan A.D. Jones QC

Please read the following information carefully. This privacy notice contains information about what 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, **JONATHAN JONES QC** 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 Sensitive personal information when required as part of your instruction

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

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

In this context, I process personal data that my clients consider relevant to the requested legal services. This also includes information relevant to the payment of my professional fees – such as bank account information.

I 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.

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

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

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 Sensitive 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;

I process personal data for the purposes of my legal practice. This includes:

- 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.
- 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.
- Social activities related to my professional activity – for example participating in or organising social events for barristers and other professionals.
- Carrying out invoicing and fee collection activities.
- Marketing my 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.
- Applying for appointments such as to panels of counsel maintained by third parties, or for accreditation as (for example) Queen’s Counsel.
- Maintaining records of my 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.
- Responding in the event of complaints.

I am regulated by the Bar Standards Board and bound to comply with the BSB Handbook. I may therefore also process personal data for the purposes of complying with his obligations laid down by the BSB Handbook or otherwise by the Bar Standards Board or other authorities exercising powers conferred by law.

Finally, I store 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.

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

Legal reasons I collect and use your personal information

I rely on your instructions as a contract to act on your behalf for the legal basis for processing your information.

I process personal data as is necessary for the pursuit of my legitimate interests.

Those legitimate interests include:

- providing legal and other similar services for my clients;
- complying with applicable law and regulatory requirements (including, but not limited to, my obligations under the BSB Handbook and any other requirements imposed by the Bar Standards Board or another authority acting pursuant to law);
- managing my practice and professional commitments;
- marketing my professional services;
- carrying out my other professional and incidental activities, as referred to in this notice;
- bringing or responding to claims arising out of my activities, and meeting the requirements of my professional indemnity insurance; and
- complying with accounting rules.

Special category data

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

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 that I may share data relating to your instruction with. I may share your name, address, date of birth and case information. 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 myself.

I will share personal information with law enforcement agencies if required by applicable law.

I may also transfer personal data:

- to other members of No5 Barristers Chambers, for example:
 - o where other members are instructed by the same client to provide legal services in relation to the same proceedings or request for advice; or
 - o where other members are instructed as opposing barristers in the same proceedings; or
- to pupils or individuals undertaking “mini-pupillage” or other work experience within chambers.

IT service providers

I transfer 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

I transfer personal data to other entities and individuals involved in legal proceedings. This may include:

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

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

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

Transfer of your information outside the European Economic Area (EEA)

It may be necessary to transfer your personal information outside the EEA, or to an international organisation, in order to adhere to my contractual obligations to provide a service. A list of all countries that your personal data may be transferred to can be provided to you upon request.

Those transfers will be made for the purposes of legal claims, pursuant to adequacy regulations under section 17A of the Data Protection Act 2018 (DPA18) or pursuant to standard data

protection clauses specified by the Secretary of State pursuant to section 17C DPA 18 or by the Information Commissioner pursuant to section 119A DPA18. Further details of individual transfers and safeguards may be obtained by contacting me in the manner described in this notice.

How long will I store your personal data?

I hold data securely and in line with any regulatory obligations. Throughout the process of your instruction personal and sensitive data is taken and is required to ensure that all of our information 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. This information will be kept for at least 15 years and subsequently deleted after this time. In the case of a protected party, the information will be kept indefinitely.

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](#).

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

- Email, call or write to me: Jonathan Jones QC at jjo@no5.com
- 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.

I will respond to you within one month from when I receive your request.

How to make a complaint?

I hope that you are happy with the service I provide and that Robert Woods 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.

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 May 2018. 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 *me on jj@no5.com*

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.