Privacy Notice

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, **CHRISTOPHER HOPKINS**, 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

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;

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.

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 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 any regulatory obligations. Throughout the process of your instruction personal and Special Character Data (ie: sensitive data) is taken and is required to ensure that all information stored 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 7 years and subsequently deleted after this time although I will store some of your information which I need to carry out conflict checks for the rest of my career. This is likely to be limited to your name and contact details and the name of the case. This will not include any information that is "sensitive" for GDPR purposes. Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data is marked for deletion.

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 to 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: **CHRISTOPHER HOPKINS** (christophern@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 I can resolve any issues or complaints that arise. Please get in touch with me or with Robert Woods, the Data Protection Manager robertw@no5.com if you have any concerns.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. 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 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 October 2022. Privacy practices may change this policy from time to time. When I do, I will note this fact on my website.

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 by email: christophern@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.