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# Privacy Policy

Kayleigh Brooks

**ROPEWALK**  
— CHAMBERS —

Barristers regulated by the Bar Standards Board

## **Privacy notice**

I want you to know that when you use my services you can trust me with your personal information. I am determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information I may collect from you, how it is used and shared, and your rights regarding it.

## **Data controller**

I am registered with the Information Commissioner's Office (ICO) as the Data Controller for the personal data that I collect and process.

My registered address is:

24 The Ropewalk,

Nottingham NG1 5EF.

My registration number is:

ZA327557

My Data Protection Manager is:

Tony Hill,

Senior Clerk,

Ropewalk Chambers,

24 The Ropewalk,

Nottingham,

NG1 5EF.

Tel: 0115 947 2581

Email: [tony@ropewalk.co.uk](mailto:tony@ropewalk.co.uk)

## **Data collection**

Most of the personal information that I hold about you will be provided by yourself when you engage my services. Other information may be obtained throughout the course of my engagement, possibly from other sources. Details about why I need to collect personal information about you, and how I will use it, are set out below.

## **My lawful basis for processing your information**

As a Data Controller, the law requires me to have a “lawful basis” or legally-recognised reason for processing your personal data. Your information is processed on the basis of legitimate interests and is necessary for the establishment, exercise or defence of a legal claim and, if applicable, non-contentious legal work.

## **Use of your information**

I may use your information to provide legal services.

I do not use automated decision-making in the processing of your personal data, and I will never sell your personal data to a third party.

## **Information collected**

I may need to collect and process personal data about you which includes what the law calls “special categories” of personal data and, if applicable, information relating to criminal allegations, proceedings or convictions. Depending on the type of legal services required, such information may include:

- Name
- Date of birth
- Contact details
- Financial details
- Special categories of (sensitive) personal data, including information relating to:
  - Race
  - Ethnic origin
  - Politics
  - Religion

- Trade union membership
- Genetics
- Health
- Sex life
- Sexual orientation
- Information relating to criminal allegations, proceedings or convictions
- Any other information necessary to provide legal services.

## **Information sharing**

To provide my services, it may be necessary to share your information with other parties, including:

- Other parties to a dispute or potential dispute
- Courts and other tribunals
- Professional clients
- Other legal representatives
- Witnesses
- Your friends or family (if you choose to have them present at meetings or hearings)
- My administrative staff when processing your data
- Other barristers / trainees at Ropewalk Chambers (subject always to professional confidentiality)
- Parties involved in providing products or services to me (for example IT services providers).

I may disclose your personal information:

- As permitted or required by law or regulatory requirements and / or to comply with valid legal processes,
- To protect my rights and property,
- During emergency situations or where necessary to protect the safety of a person or group of persons,  
or
- Where the information is publicly available.

## **Transfer to third countries**

I will not transfer any of your personal data outside the United Kingdom or the European Economic Area.

## **Retention**

I shall retain your personal data for a period of 7 years after I have finished the work I am engaged to do for you, and it will then be retained in deep archive (accessible by me only on my specific request for research and reference purposes) for a further 8 years. Personal data required beyond this period shall either be redacted to remove your details or special reasons for retaining the data shall be recorded. Minimal data will be retained so I can check for possible conflicts of interest in the future.

## **Your rights**

You have a number of legal rights in relation to the personal data we hold about you. For example, you have to be informed about the information I hold and what I use it for, you can ask for a copy of the personal information I hold about you, you can ask me to correct any inaccuracies with the personal data I hold, or in some circumstances ask me to stop processing your details.

If I do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred.

You have the right to complain to the UK supervisory authority for data:

Information Commissioner's Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

[www.ico.org.uk](http://www.ico.org.uk)

## **Accessing and correcting your information**

You may request access to, correction of, or a copy of your information by contacting the Data Protection Manager.

## **Security of your information**

I am committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, both I and my Chambers have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information I collect.

## **Updating this notice**

I may occasionally update this notice, which I will publish on this website. I recommend that you check the website at regular intervals so you can keep track of any changes to this notice.

**Kayleigh Brooks**

# Ropewalk Chambers

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E [clerks@ropewalk.co.uk](mailto:clerks@ropewalk.co.uk)