

PRIVACY NOTICE

I PURPOSE

This notice explains how Fountain Court Chambers and its members collect, use and safeguard personal information. It further explains how you can view or change the information that we hold.

Fountain Court Chambers will review its policy periodically, with updates posted to the website. This notice is effective from 25 May 2018.

2 WHAT PERSONAL INFORMATION WE HOLD

If you instruct a member of Chambers to provide legal services, we will hold the information you have given us to enable those legal services to be provided. This may include your contact details, your payment details (including any payments made) and the information contained in any instructions you, or your solicitor, provide.

If you apply to Fountain Court Chambers for a job, mini-pupillage, pupillage or tenancy, we will hold the information you provided to us for the purposes of that application. If you consented to us obtaining a reference for you from another person, we will also hold any personal information provided by that person.

We may ask you to provide your personal information when you request information through the website, or register for an event, which we may then store and use. The details we may ask for, or gather, include:

- Name
- Job title
- Email address
- Company name
- Health or dietary requirements
- Disabilities

The information provided may be used to contact you by email or post and in order to facilitate your access to, or involvement in, the relevant events.

For information on what is collected through cookies on our website, please see the cookies policy on our website.

We may also hold your personal information if it has been given to us by our clients, or if we have obtained it from a publicly available resource, in order to provide legal services to our clients.

3 WHO CONTROLS YOUR PERSONAL INFORMATION?

If your information is being used by a member or pupil at Fountain Court in connection with the provision of legal services, your information will be controlled by that member or pupil.

Otherwise, your information will be controlled by Fountain Court Chambers. Separate to its members, Fountain Court Chambers is composed of a number of different organisations who act as joint controllers of personal data. They allocate responsibility between them as follows:

- If your data is being processed for an application for tenancy, pupillage, or mini-pupillage, it will normally be processed by the unincorporated association known as Fountain Court Chambers acting through the Head of Chambers, currently Stephen Moriarty QC.
- If your data is being processed in relation to an employed post at Fountain Court, it will normally be processed by FC Operations Ltd.
- In all other cases, your data will normally be processed by FCC Operations Ltd.

Fountain Court Chambers, its members and pupils have appointed a single point of contact for data protection concerns in relation to any of them. You can find these contact details in section 11 below.

4 THE PURPOSES FOR WHICH WE MAY USE YOUR PERSONAL INFORMATION

We may use your personal information for the following purposes:

- (a) For any purpose for which you consented to provide your personal information;
- (b) For recruitment purposes;
- (c) To provide legal services requested by you or your organisation;
- (d) To provide legal services to our clients, if your information has been provided by one of our clients or has been obtained from publicly available resources;



- (e) To manage and administer your or your organisation's business relationship with Fountain Court Chambers or any of its members, including processing payments, accounting, auditing, billing and collection;
- (f) To comply with our legal and regulatory obligations including, but not limited to, complying with
 - (i) Court orders;
 - (ii) Our professional obligations;
 - (iii) Our record keeping obligations; or
 - (iv) Our obligations under anti-money laundering and anti-fraud laws.
- (g) To analyse and improve our services and communications to you;
- (h) To market our services;
- (i) For insurance purposes;
- (j) To establish, exercise or defend our legal rights;
- (k) For monitoring and assessing compliance with our policies and standards;
- (l) Protecting the security of and managing access to our premises, IT and communication systems, online platforms, websites and other systems, preventing and detecting security threats, fraud or other criminal or malicious activities;
- (m) For the purpose of training pupils, mini-pupils or secondees; or
- (n) For any purpose related and/or ancillary to any of the above.

5 THE LEGAL BASES FOR USING YOUR PERSONAL INFORMATION

We may lawfully process your personal information:

- for any purpose to which you have expressly consented;
- where it is necessary to perform legal services you have requested, or to otherwise perform a contract with you; or
- in order to comply with our legal obligations.

We may also lawfully process your information for the purposes of a legitimate interest of the person controlling your data, or another person, but only where such

interests override your fundamental rights and freedoms which require the protection of your personal information. These legitimate interests include:

- Where you or your organisation have instructed a member of Chambers to provide legal services or been involved in such an instruction, the legitimate interests include providing those legal services, handling complaints, preventing security threats, marketing, protecting personal information, for insurance purposes, training pupils, mini-pupils and secondees and establishing, exercising or defending our legal rights.
- Where you have provided information to Fountain Court Chambers for another purpose, including to apply for employment, pupillage or mini-pupillage, or to register for an event, the legitimate interests include organising any event for which you have registered, assessing your application, marketing, preventing security threats, protecting personal information, insurance purposes, monitoring and assessing compliance with our policies and standards, analysing and improving our services and communications to you and establishing, exercising or defending our legal rights.
- Where someone else has provided your information to Fountain Court Chambers, the legitimate interests include providing legal services to our clients, preventing security threats, monitoring our compliance with our policies or standards, protecting personal information, for insurance purposes, training pupils, mini-pupils and secondees and establishing, exercising or defending our legal rights.

6 WHO MAY ACCESS YOUR PERSONAL INFORMATION

The personal information we obtain will only be accessed by employees, officers, agents, members, pupils, mini-pupils or secondees of Fountain Court Chambers as far as is necessary for the purposes described above. In addition, we may disclose your personal information:

- To third parties to whom you have expressly agreed we can disclose your information;
- To the extent that we are required to do so by law (which may include disclosing the information to courts and tribunals or regulatory authorities);
- To the extent necessary, and where permitted by law, in connection with any legal proceedings or prospective legal proceedings (which may include disclosing the information to courts and tribunals, our clients or potential witnesses);



- To pupils, mini-pupils and secondees for training purposes, but only on a confidential basis; or
- In order to establish, exercise or defend our legal rights (which may include disclosing the information to courts and tribunals, regulatory authorities or our own legal representatives).

Except as provided in this privacy policy, we will not supply your personal information to third parties.

7 HOW LONG WE STORE YOUR PERSONAL INFORMATION

If there is no legal requirement for us to store your personal information, we will delete it when:

- it is no longer required for the purposes listed in section 4 above;
- when you withdraw your consent (if our use of your information relies on your consent); or
- when you exercise your right to have your information deleted (see section 10 below).

Data will be retained in accordance with Fountain Court Chambers' retention policies, which are detailed [here](#).

Where we are legally required to store your personal information, we will store it for as long as we are required to do so. We may also retain documents which contain your personal information for the purposes of legal research where it is not practicable to remove your personal information.

8 SECURITY OF YOUR PERSONAL INFORMATION

We are committed to ensuring that your information is secure. We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

9 WHERE YOUR PERSONAL DATA WILL BE SENT

We will normally hold your personal data in the United Kingdom or the European Union.

If we need to process your data for the purposes of our Singapore office, or legal services provided from that office, we may transfer it to Singapore. If we do so, it will be transferred to FC Operations Singapore (Pte) Ltd on terms which provide equivalent data protections to those your data would have if it were held in the UK.

Our members and pupils may sometimes need to transfer data outside the UK or EU. This will be where the matter they are working on has non-European aspects, or where they need to work while not themselves in the UK or EU.

10 YOUR RIGHTS

Subject to certain legal conditions, you have the right to:

- Ask for a copy of the information we hold about you;
- To have incorrect or incomplete information corrected; and
- To object to or restrict our use of your personal information.

If you have given us your consent to use your information, you also have the right to withdraw your consent at any time.

We may not be able to give you access to your personal information if doing so would infringe the rights or freedoms of others. In particular, we will not be able to give you access to your personal information if we hold it under an obligation of confidentiality to our client, or in circumstances where legal professional privilege applies.

Please note that we will require you to provide appropriate evidence of your identity: we will usually accept a photocopy of your passport certified by a solicitor or bank, plus an original copy of a utility bill (dated within the last 3 months) showing your current address.

If you are dissatisfied with the way we respond to your request, you have the right to lodge a complaint with the [Information Commissioner](#).

11 WHO YOU SHOULD CONTACT ABOUT YOUR PERSONAL INFORMATION

Any queries about personal information held by Fountain Court Chambers or any of its members or pupils (including any requests to exercise the rights set out above) should be made to the Data Protection Manager, Fountain Court Chambers, Fountain Court, London EC4Y 9DH, or by email to privacy@fountaincourt.co.uk.