

Guildhall Chambers – Data Privacy Notice

Who we are

Guildhall Chambers (“Chambers”) is a set of barristers’ chambers based in Bristol. Individual barristers (“Members”) operate as independent, self-employed practitioners.

Depending on the circumstances:

- A **Member** will usually be the data controller for legal work.
- **Chambers** will be the data controller for administration, recruitment and marketing.

What personal data we collect

We may collect personal data about:

- Clients and prospective clients
- Instructing solicitors and other professionals
- Witnesses, experts and opponents
- Suppliers and service providers
- Website users and marketing contacts
- Applicants (pupillage, mini-pupillage, employment)

This may include:

- Contact details and identifiers
- Case-related information and correspondence
- Financial and billing details
- **Special category data** (eg health information) where relevant
- **Criminal offence data** where relevant to legal work

How we use your data

We use personal data to:

- Provide legal advice and representation
- Administer cases and manage instructions
- Run Chambers’ business and IT systems
- Recruit staff and pupils
- Communicate with clients and contacts
- Organise events and marketing
- Comply with legal and regulatory obligations

- Establish, exercise or defend legal claims

Our legal bases

We process personal data where necessary for:

- A **contract** or steps prior to a contract
- Compliance with a **legal obligation**
- Our **legitimate interests** (eg providing legal services and running Chambers)
- **Consent**, where appropriate

Special category and criminal data are processed only where the law permits.

Who we share your data with

We may share personal data with:

- Courts, tribunals and regulators
- Clients, solicitors, experts and witnesses
- Opposing parties and their representatives
- IT and service providers
- Insurers, auditors and professional advisers

All sharing is limited to what is necessary and subject to confidentiality obligations.

International transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place, including:

- UK adequacy decisions
- International Data Transfer Agreement (IDTA)
- UK Addendum to Standard Contractual Clauses

How long we keep your data

We retain personal data only for as long as necessary, including:

- Duration of legal work
- Limitation periods for claims
- Regulatory and insurance requirements

Some limited information may be kept longer for conflict checking.

Your rights

You have rights under UK GDPR, including:

- Access to your data
- Correction of inaccurate data
- Erasure (in certain cases)
- Restriction of processing
- Data portability
- Objection to processing (especially marketing)
- Rights relating to automated decisions

We normally respond within **one month**.

You also have the right to complain to the **Information Commissioner's Office (ICO)**:

Email <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Legal privilege

Much of the information we hold is subject to **legal professional privilege**. This may limit the rights we can comply with.

Security

We take appropriate measures to protect personal data, including secure IT systems, access controls and confidentiality obligations.

Contact

For any data protection queries or to exercise your rights:

Email: DataProtection@guildhallchambers.co.uk

Address: Data Protection Lead, Guildhall Chambers, 5-8 Broad Street, Bristol, BS1 2HW.