



## **PRIVACY NOTICE**

Please read the following information carefully. This privacy notice explains what personal data (information) we hold about you; how we collect it and how we use it and may share information about you for marketing purposes. We are required to notify you of this information under the data protection legislation, including General Data Protection Regulation (GDPR), now known as the UKGDPR, and the Data Protection Act 2018.

### **Who Are We?**

Cardinal Chambers (Chambers) collects, uses and is responsible for personal information about you. When Chambers does this it is the “controller” of this information for the purposes of the UKGDPR, the Privacy and Electronic Communications (EC Regulation) Regulations 2003 (the “PECR”) and the Data Protection Act 2018.

If you need to contact Chambers about your information or the processing carried out you can contact the Practice Manager, Cardinal Chambers, Epsilon House, Masterlord Estates, West Road, Ipswich IP3 9FJ. Alternatively you can telephone 01473 956555 or email [Phall@cardinalchambers.com](mailto:Phall@cardinalchambers.com).

### **Website, Digital Platforms & Cookies**

Our website, [www.cardinalchambers.com](http://www.cardinalchambers.com), and any other digital platforms, may contain links to third party websites/digital platforms. We are only responsible for the privacy practices and security of our own digital platforms and therefore we recommend that you read the privacy policies of each and every website/digital platform you visit.

In common with many other websites we use standard technology called “cookies”. A copy of our Cookie Policy is available on the Home page.

## **Keeping Your Personal Information Secure**

We take the security of personal information very seriously. Chambers has appropriate safeguards in place to ensure that data is kept secure and that it is only accessed by those authorised to do so and where there is a legitimate need to access that data.

In accordance with Chambers' obligations under applicable data protection legislation, including the UKGDPR and the PECR, all appropriate and reasonable steps are in place to reduce the risk of any unauthorised access to personal data held by Chambers.

## **What Information Do We Collect and How Do We Use It**

All personal information that we collect about you will be recorded, used and protected by us in accordance with all applicable data protection legislation (including UKGDPR and PECR).

We may collect the following information about you when you enquire about our services:

- Name
- Name of organisation (if applicable)
- Address
- Email address
- Telephone number
- Details of enquiry

This information is collected from you directly either through online contact forms, email, by telephone or in person.

We use your data for the following purposes:

- To provide the legal services you have requested;
- For record keeping purposes, such as making conflict checks and/or anti-money laundering checks, if applicable;
- To provide products and services you request or have expressed an interest in;
- To enable us to communicate with you about any services you have requested or expressed an interest in;
- To create an individual profile for you so that we can understand and respect your preferences; and
- To personalise and/or tailor marketing communications to you.

When you visit our website or digital platforms we may also automatically collect the following information about your visit:

- How you reached our website or digital platform and the internet protocol (IP) address you may have used;
- Your browser type, versions and plug-ins and your operating system;
- Which links you have clicked on and any searches made;
- Information collected in any forms you complete such as online enquiry forms; and
- Any news, offers and opportunities from us

The processing of personal data is necessary for the purposes of legitimate interests pursued by Chambers, such as for the purpose of providing services e.g. providing information regarding any events or seminars and to tailor our communication to you in line with your requirements and preferences.

We do not process special categories of personal data for marketing purposes.

### **Sharing Information**

We will not disclose data outside Chambers except in limited circumstances such as:

- If we are under a legal or regulatory duty to do so;
- If it is necessary to do so to enforce contractual rights;
- To lawfully assist the police or security services with prevention and detection of crime or terrorist activity;
- Where such disclosure is necessary to protect safety or security of any persons and/or
- Otherwise as permitted under applicable law

### **Transfer of Data Outside the UK**

Please note that Chambers does not transfer data outside the UK for marketing purposes. If there is a need to transfer data outside the UK from time to time (e.g. to email a document to you whilst you are outside the UK) we will take all reasonable and necessary steps to ensure the data has the same safeguards and controls as apply within the UK.

### **How Long Do We Keep Your Data**

Chambers will retain your data for as long as is reasonably necessary for the required services to be provided to you. It will not be retained indefinitely or for reasons incompatible with relevant data protection legislation and regulations.

## **Your Rights**

Under the UKGDPR you have a number of rights that you can exercise in certain circumstances. In summary, you have the right to:

- Ask for access to your personal information;
- Ask for any inaccurate information to be reviewed and corrected;
- Ask for any relevant missing information to be included;
- In certain circumstances ask for your personal information to be erased;
- Ask for a copy of the personal information that has been provided to us;
- Object at any time to processing of your personal information for direct marketing;
- In certain other circumstances to object to the continued processing of your personal information;
- Restrict the processing of your personal information in certain circumstances;
- Request not to be the subject to automated decision-making which produces legal effects that concern you or affects you in a significant way

Further information regarding your rights under the UK General Data Protection Regulation can be found by visiting <https://www.ico.org.uk>.

Should you wish to make a request to exercise any of the above rights you should contact us by completing the on-line form on the “Contact” page on the website or by writing to us at: Compliance Officer, Cardinal Chambers, Epsilon House, Masterlord Estates, West Road, Ipswich IP3 9FJ.

## **How to Make a Complaint**

If you have a complaint regarding any aspect of your personal data please contact us at the address above or through our website.

If you are not satisfied with the outcome of your complaint the UKGDPR also gives you the right to lodge a complaint with the Information Commissioners’ Office. Details can be found on their website by visiting <https://www.ico.org.uk>.

## **Changes to this Privacy Notice**

Chambers continually reviews its privacy practices to ensure that they comply with all relevant legislation and regulations.

This Privacy Notice as published in September 2023.