

DAVID WOLFE

PRIVACY NOTICE

1. I am committed to protecting and respecting your privacy while collecting and holding personal data as needed to provide legal services to my clients. That includes the personal data of my clients and others who feature in the issues in question.
2. For that purpose and to meet the requirements of data protection law, I am registered (at Matrix, Griffin Buildings, Gray's Inn, London, WC1R 5LN) with the Information Commissioner (Z4992254) as a 'data controller'. I can be contacted on davidwolfe@matrixlaw.co.uk.
3. The personal data I process for those purposes includes:
 - a) Personal details including contact information
 - b) Family details
 - c) Information on personal circumstances
 - d) Financial information
 - e) Education/training/employment information
 - f) Business details
4. The sensitive personal data I process for those purposes includes information relevant to:
 - a) Health
 - b) Protected characteristics within the meaning of the Equality Act 2010
 - c) Special educational needs
 - d) Criminal convictions and related matters.
5. That data is generally provided to me by (or on behalf of) my client to allow me to assist them.
6. The data relates to my client and to others featuring in the issue on which I am professionally instructed. That could include:
 - a) Family members
 - b) Witnesses
 - c) Other pupils, patients and similar
 - d) Witnesses including expert witnesses
 - e) Other lawyers and those working with or for them
 - f) Court and tribunal staff
7. I use the data only for the purpose for which it was provided to me unless it is necessary to use it for some other purpose which is not prevented by my obligations to my client.
8. I do so for the following lawful reasons:
 - a) Contractual necessity: to fulfil my obligations to my client.
 - b) Legitimate interests: including providing legal services to my client, billing and administering my provision of legal services, dealing with complaints or regulatory matters relating to my provision of legal services, providing training to other lawyers, for banking and accounting, for marketing (but not so as to allow any individual to be identified unless they have agreed to that)
 - c) Compliance with the law:
 - i. To comply with HMRC tax obligations
 - ii. To comply with BSB and other regulatory obligations

- d) Consent: I will seek and act in accordance with my client's consent to process their data in connection with the provision of legal services or otherwise, as specified.
9. Subject always to my professional obligations of confidentiality and legal professional privilege in relation to my client, I may provide personal data to:
- Solicitors who have instructed me.
 - Other lawyers involved in the matter in question.
 - Matrix trainees and work experience students
 - Matrix management and administration staff
 - Matrix IT providers
 - The BSB and other regulators and their staff
 - Judges and court staff
 - Law enforcement and other public officials
 - My accountant/bank
 - My personal assistant
10. I will personally make all decisions in relation to that handling by me of personal data.
11. I will not keep personal data for longer than is necessary and anyway no more than 7 years from the end of the case or completion of payment procedures, including destroying or anonymising that data, other than electronic copies of documents held by me for personal reference purposes only in an encrypted form accessible only by me which I may keep for longer.
12. I am based in the UK but may if necessary transfer data outside the UK under appropriate safeguards.
13. I have procedures and processes in place to achieve what is set out in this document, including using encrypted and password secured computers and storage devices for electronic materials, and not leaving or storing documentary materials anywhere to which someone not specifically entitled, as above, to access that data can do so. Matrix has contractual safeguards in place in relation to its staff and contractors to help secure all that on my behalf.
14. Under data protection law, someone whose personal data I hold has:
- The right to be informed what I hold
 - The right to request a copy of that information
 - The right to have inaccurate data corrected
 - In some circumstances the right to have it erased
 - The right to object to or restrict the processing of the data
 - The right of portability of data.
- Those rights are subject to legal limitations including:
- Where legal professional privilege applies
 - Where disclosure is required for legal proceedings, or for obtaining legal advice, or establishing legal rights, or if the exercise of those rights would prevent me from making disclosure.
15. You can opt out of receiving any marketing or similar information sent to you by me or Matrix on my behalf.
16. The Matrix web site uses cookies.

17. If I significantly change what is set out in this Notice, I will do my best to inform anyone affected by that change.
18. If you have a complaint about how I comply with data protection obligations, please raise it with me, with the Practice Team at Matrix, through Matrix's complaints procedures or with the Information Commissioner's Office.

August 2018