

# ELENI MITOPHANOUS QC

## PRIVACY NOTICE

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### 1. INTRODUCTION

Personal data is information relating to an identified or identifiable natural person. A data subject is any person whose personal data is being processed. Processing personal data includes collecting, recording, storing and using such data. I am a 'data controller' - I determine the purposes and means of processing personal data.

I am a barrister and need to process personal data in order to provide legal services. I am committed to protecting and respecting the personal data I process and to keeping it private and secure.

This Privacy Notice sets out:

- Who I am and how to contact me
- What personal data I process
- How I collect personal data
- The reasons why I collect personal data and what I do with it
- How I retain personal data and keep it secure
- Your rights and how to exercise them

### 2. WHO I AM AND HOW TO CONTACT ME

As a barrister, I provide legal services, including advocacy and legal advice, and legal training.

In order to provide legal services, I need to collect, process and hold personal data, including my clients' personal data and personal data relating to others. This includes lay clients, professional clients, potential clients, witnesses, experts, barristers, court and tribunal staff and members of the judiciary as well as other individuals who feature in my cases.

I am registered with the Information Commissioner's Office ("the ICO"), the UK's supervisory authority for data protection matters. My ICO registration number is: Z5426591.

My registered address is Matrix Chambers, Griffin Building, Gray's Inn, London WC1R 5LN.

If you require further information or want to raise any issue in relation to this Notice, please contact Practice Team X at the address above or at [practiceteamX@matrixlaw.co.uk](mailto:practiceteamX@matrixlaw.co.uk)

### 3. THE PERSONAL DATA I PROCESS

I process different types of personal data which may include:

- Personal details, including contact details
- Family details
- Information on lifestyle and social circumstances
- Education, training and employment details
- Business and financial details

I also process sensitive classes of personal data ('special category data'), which may include information relating to:

- Racial or ethnic origin
- Political opinions

- Religious or philosophical beliefs
- Trade union membership
- Health
- Sex life or sexual orientation
- Genetic or biometric data

I may also process personal data relating to offences or criminal convictions.

#### 4. HOW I COLLECT PERSONAL DATA

Most of the personal data I collect is provided to me by or on behalf of my clients so that I am able to provide legal services to them. However, I may also obtain such data from opponents and others involved in litigation or from publicly accessible sources (including subscription services).

#### 5. REASONS FOR USING PERSONAL DATA

The General Data Protection Regulation (GDPR) requires data controllers such as myself to have a lawful reason for processing personal data. I process such data for one or more of the reasons set out below:

- Contract: I may process personal data on the basis that it is necessary to enable me to fulfil my contractual obligations or to take steps to enter into contracts.
- Legitimate interests: I may process personal data for my legitimate business purposes which include the following:
  - The provision of legal services, including advice and representation to my clients
  - The provision of training to trainee barristers and those undertaking work experience
  - In order to respond to complaints or concerns including any legal or regulatory action
  - Carrying out billing and administration in relation to the legal services I provide including fee collection by members of Matrix staff
  - Ensuring that my network and systems are secure
  - Assessing and improving the services I provide
  - Accounting, financial or banking purposes
  - Marketing purposes. In relation to marketing, I will not share information from which any individual can be identified for such purposes without his/her consent unless such information is already in the public domain.
- Compliance with legal obligations: I may process personal data to enable me to comply with applicable laws. This includes making statutory returns for Her Majesty's Revenue and Customs for VAT and income tax purposes and complying with my professional and regulatory obligations.
- Performance of a task carried out in the public interest: I may process personal data where necessary for the administration of justice.
- Consent: I may process personal data with the consent of the person to whom it relates, the data subject. Where this is the lawful basis for processing the data, I will ensure that the relevant consent has been provided for each specific purpose for which I process the data. If the processing includes special category data (see above), I will ensure that there has been explicit consent. The data subject may withdraw consent at any time and without giving any reason.

In relation to special category personal data, my processing may be necessary for the establishment, exercise or defence of legal claims and for reasons of substantial public interest.

In relation to personal data relating to conviction or offences, processing may be necessary for the purposes of, or in connection with legal proceedings (including prospective legal proceedings); obtaining legal advice; or establishing or defending legal claims or exercising or contesting legal rights.

## 6. WHEN I SHARE PERSONAL DATA

Subject to my professional obligations of confidentiality and legal professional privilege, for the reasons listed above I may provide personal data to the following:

- Instructing solicitors
- Other barristers, legal representatives or experts with whom I am working
- Legal representatives for other parties to disputes in which I am instructed
- Judges, members of Tribunals and Court/Tribunal staff
- Staff at Matrix Chambers and Matrix IT providers
- Trainee barristers or those undertaking work experience
- Regulatory bodies and/or legal advisers, in the event of a dispute or other issue arising in respect of the services I provide
- Law enforcement officers, government authorities, or other third parties for the purposes of complying with legal obligations
- My bank(s) or accountant(s)
- Any other party in the event that the data subject has consented

I do not use automated decision-making in the processing of personal data.

## 7. HOW LONG I WILL KEEP PERSONAL DATA

I will not keep information in a form from which a person may be identified for longer than is necessary for the purposes set out above or as required by law. In general, I will delete, destroy or anonymise personal data around seven years after the conclusion of the matter in which it features (i.e. normally around seven years after the end of the case, or after the date of the last payment, or after the date when any remaining fees have been written off). It may however be necessary in some circumstances for me to keep such information for longer than seven years.

## 8. TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA (EEA)

I am based in the UK. I may transfer personal data to a person or location outside the EEA if I consider it necessary for the purposes set out above.

In such cases transfers will be:

- made to recipients to whom a European Commission 'adequacy decision' applies (i.e a decision confirming that adequate safeguards are in place in that location for the protection of personal data) or
- carried out under standard contractual clauses that have been approved by the European Commission as providing appropriate safeguards for international personal data transfers or
- by the adoption of EU-US Privacy Shield.

## 9. HOW I KEEP YOUR PERSONAL DATA SECURE

I have security measures in place designed to protect against unlawful or unauthorised processing and against accidental loss, damage or destruction.

Only those persons identified above have access to personal data held by me. Where such persons are processing data on my behalf, they may only do so to the extent necessary for the purposes for which they have been given access to that data. Measures have been taken to ensure that all such persons comply with the law, adhere to Matrix Privacy Notice and to the strict confidentiality rules that apply to material protected by legal professional privilege.

Matrix Chambers has contractual safeguards in place with its third-party data processors (such as IT systems and software providers) to ensure that personal data is processed securely and lawfully.

## 10. INFORMATION RIGHTS

Persons whose personal data is processed have:

- The right to be informed about the collection and use of personal data
- The right of access to their personal data and the right to request a copy of the information I hold about them and supplementary details about it. If you wish to exercise this right, I will require proof of identity and residential address and I may require further details to assist me in the lawful and secure provision of the information
- The right to have inaccuracies in the personal data which I hold rectified
- The right to have personal data blocked, erased or destroyed in certain circumstances
- The right to object to, or to restrict the processing of personal data or the continued processing of personal data
- The right of portability of personal data (i.e the right to receive it in a structured, commonly used and machine-readable format) in certain circumstances.

However, these rights are subject to certain limitations. In particular, a number of rights are not exercisable in relation to personal data that is subject to legal professional privilege, or where it contains personal data relating to others, or where processing or disclosure of the data is necessary for the purpose of, or in connection with, legal proceedings (or prospective legal proceedings) for the purpose of obtaining legal advice, or for the purpose of establishing, exercising or defending legal rights.

Information about your rights can be found on the ICO website: [www.ico.org.uk](http://www.ico.org.uk).

If you wish to exercise any of these rights, please make your request using the contact details set out in 2. above. No fee is payable for the exercise of these rights unless the request is unfounded, repetitive or excessive. Further, in such circumstances, I may refuse to comply with your request.

## 11. FURTHER MATTERS

The Matrix Chambers website uses cookies. These are small text files which are stored on your computer or browser. Further information can be found at: [www.matrixlaw.co.uk/terms-and-conditions](http://www.matrixlaw.co.uk/terms-and-conditions).

You may opt out of receiving marketing emails and other messages from Matrix Chambers by following the instructions in such messages.

I may make changes to this Privacy Notice. If I do so, I will publish the revised Privacy Notice on my webpage. If such changes are significant, I will also announce that changes have been made on my webpage.

## 12. COMPLAINTS

If you have a complaint, you have a right to raise a concern with or make a complaint to the information regulator - the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk).

You may also contact me in the first instance through my practice team at [PracticeTeamX@matrixlaw.co.uk](mailto:PracticeTeamX@matrixlaw.co.uk) so that I can try to resolve any concerns.

Last revised: 19/07/2018

END OF PRIVACY NOTICE