

MATHEW PURCHASE

PRIVACY NOTICE

1. INTRODUCTION

I am committed to protecting and respecting any personal data which I process. This Privacy Notice describes:

- Who I am
- What personal data I collect and store
- How I collect it
- 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
- How to contact me

2. WHO AM I?

I am a barrister. I provide a variety of legal services. This may include, for example, advocacy, legal advice, and legal training.

For the purposes of data protection law, I am also a 'data controller'. In order to provide legal services, I need to collect, process and hold personal data. This includes my clients' personal data and personal data relating to others who feature in my work.

Accordingly, I am registered with the Information Commissioner's Office ('the ICO'), the UK's supervisory authority for data protection matters. My registered address is: Matrix Chambers, Griffin Building, Gray's Inn, London WC1R 5LN. My ICO registration number is: Z8186101.

If you would like to receive any further information about this notice or raise any issues relating to it, please contact Practice Team M at the address above or at practiceteamm@matrixlaw.co.uk.

3. WHAT PERSONAL DATA DO I PROCESS?

In the course of my practice – which is the provision of legal services – I process personal data of many different types. 'Processing' includes, for example, collecting, storing, and otherwise using that personal data.

The data which I process may include:

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

I also processes sensitive classes of personal data (sometimes known as 'special category data'). These may include information relating to:

- Health
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership

- Sex life
- Sexual orientation

I process personal data about a variety of persons who feature in the work that I do. This includes lay clients, professional clients, potential clients, witnesses, experts, other individuals who feature in my cases, opponents, other barristers with whom I work or deal, court and tribunal staff, and members of the judiciary.

4. HOW DO I COLLECT PERSONAL DATA?

The vast majority of the personal data I collect is provided to me by or on behalf of my clients for the purposes of enabling me to provide legal services to them. Other information may be obtained from opponents or others involved in litigation or from sources available to the public, including subscription services.

5. WHY DO I USE PERSONAL DATA?

The law requires data controller to have a lawful basis for processing personal data. I process personal data for one or more of the following reasons:

Contractual necessity

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:

- Providing legal services, including advice and representation, to my clients
- Carrying out billing and administration in relation to those services, including fee collection by members of staff at Matrix Chambers
- Dealing with complaints and concerns, including any legal or regulatory action
- Providing training to trainee barristers (sometimes known as 'pupils') and work experience students (sometimes known as 'mini-pupils')
- Ensuring that my network and systems are secure
- Assessing and improving the services I provide
- Accounting and financial purposes
- Marketing purposes – however, I will not share information from which any individual can be identified for such purposes unless it is already in the public domain or the individual has consented

Compliance with law

I may process personal data to enable me to comply with applicable laws, including

- Making statutory returns for Her Majesty's Revenue and Customs for VAT and income tax purposes
- Complying with my professional and regulatory obligations

Performance of a task carried out in the public interest

I may process personal data for where necessary for the administration of justice.

Consent

I may process personal data with the consent of the person to whom it relates (sometimes known as the 'data subject'). Where this is the lawful basis for processing personal data, I will ensure that the data subject has consented to the processing for each specific purpose. Where the processing includes processing of special category data, I will ensure that the data subject has explicitly consented to the processing. The data subject may withdraw consent at any time and without giving any reason.

In relation to the special category data, proceeding may be necessary for:

- Establishing or defending legal claims or exercising or contesting legal rights
- Reasons of substantial public interest

In relation to personal data relating to offences or conviction, processing may be necessary for the purposes of, or in connection with:

- Legal proceedings (including prospective legal proceedings)
- Obtaining legal advice
- Establishing or defending legal claims or exercising or contesting legal rights

6. WHEN DO I SHARE PERSONAL DATA?

For the purposes set out above, and subject always to my professional obligations of confidentiality and legal professional privilege, I may provide personal data to the following:

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

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

7. FOR HOW LONG WILL I KEEP YOUR 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. Generally, I will delete, destroy or anonymise personal data around seven years after the conclusion of the matter in which it features, which will normally be the later of the date on which the case has ended, the date of the last payment of fees, or the date on which any remaining fees have been written off. However, in some circumstances, it may be necessary for me to keep such information for longer.

8. DO I TRANSFER DATA OUTSIDE THE UNITED KINGDOM?

Although I am based in the United Kingdom, I may transfer personal data to a person or location (for example, a server) outside the UK if I consider it necessary or desirable for the purposes set out above.

9. I will make such transfers only when a European Commission ‘adequacy decision’ (namely, a decision that adequate safeguards are in place for the protection of personal data) applies or under standards contractual clauses which have been approved by the European Commission as providing appropriate safeguards or by the adoption of EU-US Privacy Shield. HOW DO I KEEP PERSONAL DATA SECURE?

I am committed to keeping personal data safe, private, and secure.

I have measures in place which are designed to provide appropriate security for personal data, including protections against unlawful or unauthorised processing and against accidental loss, destruction or damage.

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 access to that data. Measures have been taken to ensure that all such persons comply with the law, adhere to the Matrix Privacy Notice, and observe 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 its IT systems and software providers) to ensure that personal data is processed lawfully and securely.

10. INFORMATION RIGHTS

Generally, you have the following rights under data protection law:

- The right to be informed about the collection and use of your personal data
- The right of access to your personal data and the right to request a copy of the information I hold about you 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 such 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
- The right of portability of your personal data in certain circumstances

However, these rights are subject to certain legal limitations. For example, you might not be able to exercise a number of these rights in relation to personal data which is subject to legal professional privilege, which contains personal data relating to others, or whose processing is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings), for the purpose of obtaining legal advice, or for the purpose of establishing, exercising or defending legal rights.

Further information about your information rights can be found on the ICO website: www.ico.org.uk.

If you wish to exercise any of these rights, please make your request using the contact details set out in section 2 above. You will not have to pay a fee to exercise these rights, unless the request is clearly unfounded, repetitive or excessive. Further, in such circumstances, I may refuse to comply with your request.

11. OTHER MATTERS

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

The Matrix 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.

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

If you have a complaint about the processing of your personal data, I would hope to be able to resolve that complaint if you contact me using the contact details set out above. However, you have a right to complain to the ICO: see www.ico.org.uk.

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