

RHODRI THOMPSON KC

PRIVACY NOTICE

1. INTRODUCTION

I am a self-employed barrister at Matrix. I provide legal services to my clients, including advice and representation. In order to provide these services, I need to collect and hold personal data, including my clients' personal data and the personal data of others who are involved in the matters on which I am instructed.

I am committed to protecting and respecting your privacy. This Privacy Notice describes to you:

- who I am and how to contact me
- what personal data I collect and store, and 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

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2. WHO AM I?

I am Rhodri Thompson KC, a barrister at Matrix, in practice in London providing legal advice and representation to my clients, who may be other legal professionals such as solicitors and their own clients, or may be individuals who instruct me directly.

For the purposes of data protection law, I am a 'data controller'. I am registered with the Information Commissioner's Office (ICO), the UK's supervisory authority for data protection matters, for the personal data that I hold and process as a barrister. My registration number is Z7535929 and my registered address is Matrix Chambers, Griffin Building, Gray's Inn, London WC1R 5LN.

If you would like to contact me about this Notice, including if you wish to obtain any additional information about any aspect of it, you can contact me at the above address, or by email at rthompson@matrixlaw.co.uk or through my practice team at practiceteamx@matrixlaw.co.uk.

3. WHAT INFORMATION DO I PROCESS?

In the course of my business, which is the provision of legal services to my clients, I process personal data of many different types. This may include information about events in your life which are relevant to the matters on which I am instructed, such as:

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

I may also process 'special category', i.e. sensitive classes of personal data. This may include information as to:

- Physical and or mental health
- Racial or ethnic origin
- Political opinions
- Religious or philosophical beliefs
- Trade union membership
- Sex life

- Sexual orientation
- Genetic and biometric data

I may also process personal data relating to criminal records, arrests, charges, convictions and offences.

4. HOW DO I COLLECT PERSONAL DATA?

The vast majority of the personal data that I collect is provided to me by or on behalf of my clients in the course of and for the purposes of enabling me to provide legal services to them. I may also obtain other information from sources accessible to the public, including subscription services.

5. WHOSE PERSONAL DATA DO I PROCESS?

I process personal data about my lay and professional clients and potential clients, but also about other individuals who feature in matters in respect of which I am asked to provide legal services, including witnesses, experts, other barristers and legal advisors and other professional advisors with whom I am working, court staff, members of the judiciary and other persons who may be involved in actual or potential proceedings or in matters on which I am asked to give legal advice.

6. WHAT LAWFUL BASIS DO I HAVE TO PROCESS DATA?

The UK General Data Protection Regulation ('UK GDPR') requires data controllers to have a lawful reason for processing personal data. I set out my lawful reasons for processing personal data below. Please note that more than one reason may apply at any given time.

I will use your personal data only for the purposes which it was provided to me, unless I fairly consider that I need to use it for another reason which is compatible with the original purpose and my professional obligations to my clients do not prevent such use.

My lawful reasons are:

Contractual necessity: I will process your personal data on the basis that it is necessary to enable me to fulfill my contractual duties to you or to take steps to enter into a contract with you.

Legitimate interests: I will process your personal data for my legitimate business purposes, which include the following:

- to provide legal services, including advice and representation, either to you as my client or, where you are not my client, to the clients from whom or on whose behalf I have collected your personal data
- to carry out billing and administration services in relation to those services, including fee collection services carried out by Matrix staff
- to deal with complaints or concerns, including any legal or regulatory action
- to provide training to trainee barristers and work experience students
- to ensure that my network and systems are secure
- to assess and improve my services
- for accounting purposes
- for banking purposes
- for marketing purposes

Please note that I will not share information from which you can be identified for marketing purposes unless you have consented or it is already lawfully in the public domain.

Compliance with legal obligations: I process personal data to enable me to comply with applicable laws. This includes:

- the making of statutory returns to HMRC for VAT and income tax purposes
- compliance with my professional and regulatory obligations as a barrister.

Performance of a task carried out in the public interest, namely processing necessary for the administration of justice.

Consent: I may also process your personal data with your consent – where this is my lawful reason for processing, I will ensure that you have consented to the processing for the specific purpose for which I will process your data.

Where the processing includes special category data, I will ensure that I have obtained your explicit consent to the processing in question. You may withdraw your consent at any time and without giving any reason.

In relation to special category data, my processing is necessary:

- for the establishment, exercise or defense of legal claims
- for reasons of substantial public interest

In relation to personal data concerning offences or convictions, my processing is necessary for the purposes of, or in connection with:

legal proceedings (including prospective legal proceedings)

- obtaining legal advice
- establishing, exercising or defending legal rights.

7. DO I SHARE YOUR PERSONAL DATA?

For the purposes set out in this Notice, and subject always to my professional obligations to protect the confidentiality and legal professional privilege of my clients, I may provide your personal data to the following recipients:

- My instructing solicitors
- Other barristers, legal representatives of experts with whom I am working
- Matrix trainees and work experience students
- Matrix management and administrative staff
- Matrix IT providers
- My regulators and legal advisors in the event of a dispute or other actual or potential legal proceedings
- Opposing legal representatives
- Judges and court staff
- Law enforcement officials, government authorities or other parties where that is reasonably necessary to meet my legal obligations
- My accountant and bank
- Any other party where I ask for and obtain your consent

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

8. HOW LONG WILL I KEEP YOUR PERSONAL DATA?

I will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. Unless the specific circumstances require me to keep it, I will delete or anonymise your information approximately 7 years after the end of the matter in which it featured. This will normally be around 7 years after the end of the matter or the date of the last payment or writing off of fees relating to a matter.

9. DO I TRANSFER PERSONAL DATA OUTSIDE THE UNITED KINGDOM?

I may on occasion transfer your personal information to a location (for example to a secure server) outside the United Kingdom if I consider that to be necessary or desirable for one of the purposes set out in this notice. This could happen, for example, if I am instructed on a case involving lawyers in the EU or outside the UK and EU.

In such cases, to safeguard your privacy rights, transfers will be made to recipients to which a European Commission "adequacy decision" applies (that is a decision confirming that adequate safeguards are in place in that location for the protection of personal data) or will be carried out in accordance with standard contractual clauses that have been approved by the European Commission as providing appropriate safeguards for international personal data transfers, and/or with appropriate safeguards to ensure the safety and security of your information. Any transfers of your personal data to and within the EU will be subject to the General Data Protection Regulation (EU) 2016/679 ('GDPR').

10. HOW DO I KEEP PERSONAL DATA SECURE?

I have security measures in place designed to ensure appropriate security for your personal data, including protections against unauthorized or unlawful processing and against accidental loss, destruction or damage. Only authorized Matrix staff, trainees and third parties processing data have access to your personal data, and then only to the data necessary for the purposes for which they have been given access.

Measures have been taken to ensure that all persons who have access to your personal data process it in accordance with the law, that they adhere to the Matrix Privacy Notice and to the strict confidentiality rules that apply to material protected by legal professional privilege. Matrix has contractual safeguards in place with its third party data processors (including our IT systems and software providers) to ensure that your personal data is processed only as instructed by Matrix.

If you would like to obtain more information about this, or about anything else in this Notice, please use the contact details in section 1 of this Notice.

11. WHAT ARE YOUR INFORMATION RIGHTS?

You have the following rights under data protection law:

- **right to be informed** about the collection and use of your personal data
- **right of access** to your personal data, and the right to request a copy of the information that I hold about you and supplementary details about that information – you will be asked to provide proof of your identity and residential address, and may also be asked to provide further details to assist me in the provision of such information
- **right to have inaccurate personal data about you rectified**
- **right of erasure** – in certain circumstances, you have the right to have the personal data that I process about you blocked, erased or destroyed
- **right to object to or restrict the processing:**
 - of your personal data for direct marketing
 - of continued processing of your personal data
- **right of portability of your data** in certain circumstances

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, I may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, I may refuse to comply with your request in such circumstances.

Please note that these rights are subject to certain legal limitations. In particular, a number of rights are not exercisable in relation to personal data:

- consisting of information in respect of which a claim of legal professional privilege could be maintained in legal proceedings
- where disclosure of the data is necessary for the purposes of, or in connection with:
 - legal proceedings (including prospective legal proceedings)
 - obtaining legal advice
 - otherwise establishing, exercising or defending legal rights, to the extent that the exercise of such rights would prevent me from making the disclosure.

Please contact me using the details in Section 1 of this Notice if you would like to exercise any of these rights or know more about them. Further information about these rights is available on the ICO's website: <https://ico.org.uk/>.

12. MARKETING OPT-OUTS

You can opt out of receiving emails and other messages from Matrix by following the instructions in those messages. Where you receive electronic mailings from Matrix, you can remove yourself from the Matrix mailing list at any time by clicking on the "unsubscribe" button at the bottom of our emails.

13. COOKIES

Cookies are small text files that are stored on your browser or device by websites, apps, online media and advertisements. The Matrix website uses cookies. For more information on which cookies it uses and how it uses them, please see the cookies notice at <https://www.matrixlaw.co.uk/terms-and-conditions>.

14. CHANGES TO THIS PRIVACY NOTICE

I will occasionally change this notice. If I make significant changes, I will notify clients of this via email. I will also publish the updated notice on my webpage. I can provide you with a copy of the changes that have been made.

15. WHAT SHOULD YOU DO IF YOU HAVE A COMPLAINT?

I hope that you will be satisfied with the way in which I approach and use your personal data. Should you find it necessary, you have a right to raise a concern with or to make a complaint to the information regulator, the ICO, at <https://ico.org.uk>

However, I hope that if you have a complaint about the way in which I handle your personal data, you will contact me in the first instance so that I have an opportunity to resolve it, using the contact details in Section 1 of this Notice.

END OF PRIVACY NOTICE