

TAMARA JABER

PRIVACY NOTICE

1. INTRODUCTION

Please read the following information carefully.

I am committed to protecting and respecting your privacy. In order to provide legal services to my clients, including advice and representation services, I need to collect and hold personal data. This includes my client's personal data and the personal data of others who feature in the matter upon which I am instructed. This privacy notice describes to you:

- Who I am
- What personal details I collect and store about you, and how I collect it
- Why I collect personal data and what I do with it
- How I retain your information and keep it secure
- Your rights and how to exercise them
- How to contact me

2. WHO AM I?

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 registered address is Matrix Chambers, Griffin Building, Gray's Inn, London, WC1R 5LN. If you need to contact me about your data or the processing carried out you can use the contact details at the end of this document.

3. WHAT INFORMATION DO I PROCESS FROM OR ABOUT YOU?

- a) personal details
- b) family details
- c) lifestyle and social circumstances
- d) goods and services
- e) financial details
- f) education, training and employment details
- g) physical or mental health details
- h) racial or ethnic origin
- i) political opinions
- j) religious, philosophical or other beliefs
- k) trade union membership
- l) sex life or sexual orientation
- m) genetic data
- n) biometric data for the purpose of uniquely identifying a natural person
- o) criminal proceedings, outcomes and sentences, and related security measures
- p) other personal data relevant to instructions to provide legal services, including data specific to the instructions in question.

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 for the purposes of providing legal services to them. Other information may be obtained by me from sources accessible to the public, including subscription services. The same categories of information may also be obtained from third parties, such as

other legal professionals or experts, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public records and registers.

5. WHOSE PERSONAL DATA DO I PROCESS?

I process personal data about my lay and professional clients potential clients, about individuals who feature in the matter in respect of which I am asked to provide legal services, witnesses and experts, opponents, other barristers with whom I am working, court staff and members of the judiciary and other ancillary to actual or potential proceedings.

6. HOW I USE YOUR PERSONAL INFORMATION: PURPOSES

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

My lawful reasons for processing are:

- A. Contractual Necessity: I will process your personal data on the basis that it is necessary to enable me to fulfil my contractual duties to you or to take steps to enter into a contract with you.
- B. Legitimate Interests:
 - i. to provide legal services to my clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations
 - ii. to keep accounting records and carry out office administration
 - iii. to take or defend legal or regulatory proceedings or to exercise a lien
 - iv. to respond to potential complaints or make complaints
 - v. to check for potential conflicts of interest in relation to future potential cases
 - vi. to promote and market my services
 - vii. to carry out anti-money laundering and terrorist financing checks
 - viii. to train other barristers and when providing work-shadowing opportunities
 - ix. to respond to requests for references
 - x. when procuring goods and services
 - xi. to publish legal judgments and decisions of courts and tribunals
- C. Compliance with law: I process your personal data to enable me to comply with applicable laws. This includes:
 - i. To make statutory returns to HMRC for VAT and income tax purposes.
 - ii. To comply with my professional and regulatory obligations.
- D. Consent: I may 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 each 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 reason.
- E. In relation to special category personal data, my processing is necessary:
 - i. For the establishment, exercise or defence of legal claims
 - ii. For reasons of substantial public interest.
- F. In relation to offence/convictions personal data, my processing is necessary:

- i. For the purpose of, or in connection with, legal proceedings (including prospective legal proceedings)
- ii. For the purpose of obtaining legal advice
- iii. For the purposes of establishing, exercising or defending legal rights.

7. WHETHER INFORMATION HAS TO BE PROVIDED BY YOU, AND WHY

If I have been instructed by you or on your behalf on a case or if you have asked for a reference, your personal information has to be provided, to enable me to provide you with advice or representation or the reference, and to enable me to comply with my professional obligations, and to keep accounting records.

8. WHO WILL I SHARE YOUR PERSONAL INFORMATION WITH?

If you are a client, some of the information you provide will be protected by legal professional privilege unless and until the information becomes public in the course of any proceedings or otherwise. As a barrister I have an obligation to keep your information confidential, except where it otherwise becomes public or is disclosed as part of the case or proceedings.

It may be necessary to share your information with the following:

- data processors, such as my Chambers staff, IT support staff, email providers, and data storage providers
- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- the staff in my chambers
- trainee barristers
- lay clients
- family and associates of the person whose personal information I am processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.

I may be required to provide your information to regulators, such as the Bar Standards Board, the Financial Conduct Authority or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without my consent or yours, which includes privileged information.

I may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

9. SOURCES OF INFORMATION

The personal information I obtain may include information which has been obtained from:

- other legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals

- trainee barristers
- lay clients
- family and associates of the person whose personal information I am processing
- in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked me to provide a reference.
- data processors, such as my Chambers staff, IT support staff, email providers, and data storage providers
- public sources, such as the press, public registers and law reports.

10. HOW LONG WILL YOUR PERSONAL DATA BE KEPT FOR?

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, destroy, or anonymise your information around 7 years after the end of the matter in which it features. This will normally be around 7 years after the end of the case, or 7 years after the date of last payment or the date of writing off fees.

11. DO I TRANSFER YOUR PERSONAL DATA OUTSIDE THE UNITED KINGDOM?

This privacy notice is of general application and as such it is not possible to state whether it will be necessary to transfer your information out of the United Kingdom in every case. However, I spend time working outside of the United Kingdom and in such circumstances, it will be necessary to transfer all or some of your data outside of the United Kingdom if you instruct me in a case. Moreover, if you reside outside the United Kingdom or your case involves persons or organisations or courts and tribunals outside the United Kingdom then it may also be necessary to transfer some of your data to that country outside of the United Kingdom for that purpose.

I may also transfer your personal information to cloud data storage services based outside the United Kingdom in order to enable me to store your data and/or backup copies of your data so that I may access your data when they need to.

If I decide to publish a judgment or other decision of a Court or Tribunal containing your information then this will be published to the world.

If you would like any further information please use the contact details at the end of this document.

12. HOW DO I KEEP YOUR PERSONAL DATA SECURE?

I have security measures in place designed to ensure appropriate security for your personal data.

Only authorized Matrix staff, trainees and third parties processing data on my behalf 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 data process it in accordance with the law, 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 (such as our IT systems and software providers) to ensure that your personal data is processed only as instructed by Matrix

13. YOUR RIGHTS

Under data protection law, you have a number of rights that you can exercise in certain circumstances. These are free of charge. In summary, you may have the right to:

- Ask for access to your personal information and other supplementary information;
- Ask for correction of mistakes in your data or to complete missing information I hold on you;
- Ask for your personal information to be erased, in certain circumstances;
- Receive a copy of the personal information you have provided to me or have this information sent to a third party. This will be provided to you or the third party in a structured, commonly used and machine readable format, e.g. a Word file;
- Object at any time to processing of your personal information for direct marketing;
- Object in certain other situations to the continued processing of your personal information;
- Restrict my 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.

If you want more information about your rights under the GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the GDPR](#).

If you want to exercise any of these rights, please:

- Use the contact details at the end of this document;
- I may need to ask you to provide other information so that you can be identified;
- Please provide a contact address so that you can be contacted to request further information to verify your identity;
- Provide proof of your identity and address;
- State the right or rights that you wish to exercise.

I will respond to you within one month from when I receive your request.

14. MARKETING OPT-OUTS

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

15. 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 (www.matrixlaw.co.uk/terms-and-conditions/)

16. HOW TO MAKE A COMPLAINT?

The GDPR also gives you the right to lodge a complaint with the Information Commissioners' Office if you are in the UK, or with the supervisory authority of the Member State where you work, normally live or where the alleged infringement of data protection laws occurred. The Information Commissioner's Office can be contacted at

<http://ico.org.uk/concerns/>. However, if you have a complaint please contact me in the first instance via my practice team at PracticeTeamT@matrixlaw.co.uk.

You have the right to complain to me about my processing of your personal data. You can do so under the Data Protection Complaints Procedure published [on our website](#), and you may also complain to the Information Commissioner's Office (www.ico.org.uk) at any time, whether or not you have raised the matter with me first.

17. FUTURE PROCESSING

I do not intend to process your personal information except for the reasons stated within this privacy notice. If this changes, this privacy notice will be amended and placed on my Matrix profile page.

18. CONTACT DETAILS

If you have any questions about this privacy notice or the information I hold about you, please contact me or my practice team, Team T.

The best way to contact me is to email PracticeTeamT@matrixlaw.co.uk.

END OF PRIVACY NOTICE