



INFORMATION MANAGEMENT SECURITY

Guildford Chambers is committed to protecting the personal data that you provide to us and recognise the importance of being clear about how we intend to use it.

Our address is Stoke House, Leapale Lane, Guildford GU1. Our data protection registration number is: Z7250311. Full details of our notified purposes can be viewed at the website of the Information Commissioner's Office www.ico.gov.uk

This privacy policy relates to personal data that you provide to us.

The information we may collect from you could include the following:

- Full name
- Email address
- Telephone number
- Details of your enquiry
- Name of your organisation
- Curriculum vitae details (for those enquiring about jobs)

The internet is not completely secure. We cannot guarantee the security of your personal data transmitted through our website or by email. Any transmission is at your own risk. Some of the information you provide to us may be considered sensitive personal data as defined under the Data Protection Act 1998. This means information about the data subjects' ethnic or racial origin, political opinions, religious beliefs, trade union membership, physical or mental health, sexual life or criminal record. We would advise users of this website to send such information by a more secure system such as encrypted email or fax. Our fax number is: 01483 300542. Sensitive personal data will only be processed following your explicit consent.

How we intend to use your personal data

To provide a service: We may contact you for reasons relating to the service you have made a request for. We would use your contact details to manage this and may retain them for marketing purposes. Please refer to the marketing section below on how we may use your personal data for marketing purposes.

If you are interested in working for us we will only use your personal data to process your application, monitor recruitment and provide statistics. Personal data about unsuccessful candidates will be retained for six months after the recruitment process is completed, at which point it will be disposed of securely.

Will my personal data be shared with other organisations?

Your personal data provided by you will only be used by Guildford Chambers. However, we may need to pass your personal data to one or more of our Barristers to allow us to provide you services. All of our Barristers are registered with the Information Commissioner's Office and adhere to strict security standards.



In exceptional circumstances such as dealing with fraud, credit risk, dealing with abusive online behaviour, to enforce rights, to protect property, to protect human safety, if the law requires it; or if we sell or merge any part of our business, we may pass your personal data to another person or organisation to use for their own purposes. We will not otherwise disclose your personal data to anyone outside Guildford Chambers to use for their own purpose without telling you, for example, by updating this privacy statement.

How long will Guildford Chambers retain my personal data?

We will retain your personal data for as long as is necessary for the required service to be provided to you. All retained personal data is subject to the controls of our data protection policy and will be securely disposed of when it is considered to be of no further use.

Where will my personal data be kept?

Once we have received your personal data we will use recognised industry standard procedures and security features to try to prevent unauthorised access.

Your personal data will be under the control of Guildford Chambers. It will be held on our computer system. Our computer system is a secure hosted system. When we print your personal data this will be in the possession and control of our employees and Barristers at all times and will be securely disposed of when it is considered to be of no further use.

Marketing

We would like to contact our clients for marketing purposes and to promote new services to you. This may be by post, telephone, fax or email. If you do not wish to receive direct marketing from us please contact us with your request. Under no circumstances will your personal information be sold or used by any other organisation

For further information please visit the websites www.aboutcookies.org or www.allaboutcookies.org.
Access to your personal data (subject access requests)

You have the right, under the Data Protection Act 1998, to be provided with a permanent copy of certain personal data that Guildford Chambers holds about you.

You have the right to know:

- any information available as to the source of your personal data
- the personal data of which you are a data subject
- the purpose for which we are using it
- the recipients to whom we have disclosed or may disclose your personal data

The Data Protection Act does not entitle you to see non-personal data or information about other data subjects.

This information will be provided to you within 40 days of receiving your written request and payment of £10 (non-refundable) to cover our administrative costs.



To make a subject access request for your personal data please post your request for the attention of: The Data Controller, Guildford Chambers, Stoke House, Guildford, GU1 4LY. Please enclose your payment for £10 and make cheques payable to Guildford Chambers.

You have rights under the Data Protection Act which you can exercise at any time by writing to the Data Controller at the address above. Exercising your rights may make it difficult or impossible for us to provide you with services.

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