

# Privacy Policy

June 2025

## **INTRODUCTION**

1. We are committed to protecting and respecting your privacy. In order to provide legal services to our clients, including advice and representation services, we need to collect and hold personal data. This includes clients' personal data and the personal data of others who feature in the matter upon which we are instructed.
2. In accordance with data protection legislation, we are designated as a "data controller." We are registered with the Information Commissioner's Office (ICO) for the personal data that we manage and process in our capacity as barristers. Our registered address is 84 Brook Street, Mayfair, London W1K 5EH. Our registration number is ZB713636.

## **WHAT INFORMATION DO WE PROCESS FROM OR ABOUT YOU?**

3. In the course of our business, we provide legal services and process personal data of various types. This typically includes information about events in your life that are relevant to the litigation in which we are instructed and may include:
  - Personal information, including contact details
  - Family information
  - Details about lifestyle and social circumstances
  - Financial information
  - Education, training, and employment details
  - Business information
4. We also process "special category" or sensitive classes of personal data, which may include information as to:
  - Physical and/or mental health
  - Racial or ethnic origin
  - Political opinions
  - Religious beliefs
  - Philosophical beliefs
  - Trade union membership
  - Sex life
  - Sexual orientation
  - Genetic and biometric data

5. We also process personal data relating to criminal records, arrests, charges, convictions and offences.

## **COLLECTION OF PERSONAL DATA**

6. The majority of the personal data we collect is provided by or on behalf of our clients for the purpose of enabling us to provide legal services to them. Additional information may be obtained from publicly accessible sources, such as subscription services.
7. We handle personal data pertaining to our lay and professional clients, prospective clients, individuals involved in the matter for which we are engaged to provide legal services, witnesses, experts, opposing counsel, other barristers with whom we collaborate, court staff, members of the judiciary, and other ancillary personnel to actual or potential proceedings.

## **LAWFUL PROCESSING**

8. The United Kingdom General Data Protection Regulation ("UK GDPR") mandates that data controllers possess a lawful justification for processing personal data. It is important to note that multiple such justifications may be applicable simultaneously.

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

10. Our lawful reasons for processing are:

- Contractual necessity

We will process your personal data for the purpose of fulfilling our contractual obligations to you or entering into a contract with you.

- Legitimate interests

We process your personal data for our legitimate business purposes, which include the following:

- To provide legal services including advice and representation services to you as our client
- Where you are not our client, to provide legal services including advice and representation services to the client from whom or on whose behalf we have collected personal data
- To carry out billing and administration services in relation to those services, including fee collection services carried out by Reuben Law Barristers 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 our networks and systems are secure
- To assess and improve our services
- For accounting purposes
- For banking purposes
- For marketing purposes. Please note that we 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 law

We process your personal data to enable us to comply with applicable laws. This includes:

- To make statutory returns to HMRC for VAT and income tax purposes
- To comply with our professional and regulatory obligations
- Performance of a task carried out in the public interest, namely processing necessary for the administration of justice

- Consent

We may process your personal data with your consent. Where this is our lawful reason for processing, we will ensure that you have consented to the processing for each specific purpose for which we will process your data. Where the processing includes special category data, we will ensure that we have obtained your explicit consent to the processing in question. You may withdraw your consent at any time.

In relation to special category personal data, our processing is necessary:

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

In relation to offence/convictions personal data, our processing is necessary:

- for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings)

- for the purpose of obtaining legal advice
- for the purposes of establishing, exercising or defending legal rights

## **SHARING OF PERSONAL DATA**

11. As per the objectives outlined in this notice, and subject to our professional commitments of confidentiality and the legal professional privilege afforded to our clients, we are permitted to disclose your personal data to the following designated recipients:
  - Instructing solicitors
  - Other barristers, legal representatives or experts with who we are working
  - Reuben Law Barristers staff and management
  - Our IT providers
  - Our regulator and/or legal advisors in the event of a dispute or other legal matter
  - Opposing legal representatives
  - Judges and Court staff
  - Law enforcement officials, government authorities, or other third parties to meet our legal obligations
  - Our accountant
  - Our bank
  - Any other party where we ask you and you consent to the sharing.
12. Our processing of your personal data does not involve any automated decision-making processes.

## **RETENTION PERIOD**

13. We 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 us to keep it, we will delete, destroy or anonymise your information around 7 years after the end of the matter in which it featured. This will normally be around 7 years after the end of the case, or 7 years after the date of the last payment or the date of writing off of fees.

## **TRANSFER OF DATA OUTSIDE UNITED KINGDOM**

14. We may transfer your personal information to a location (for example, to a secure server) outside the United Kingdom, if we consider it necessary or desirable for the purposes set out in this notice. This could happen, for example, if we are instructed to act on a case by, or involving, lawyers in the EU or lawyers outside the UK and EU.
15. In such cases, to safeguard your privacy rights, transfers will be made to recipients to which a European Commission “adequacy decision” applies (this is a decision from the European Commission confirming that adequate safeguards are in place in that location for the protection of personal data), or will be carried out under standard contractual clauses that have been approved by the European Commission as providing appropriate safeguards for international personal data transfers, and/or any transfers of personal information will be carried out with appropriate safeguards to ensure the safety and security of your information. Any transfers of your personal data to and within the EU will itself be subject to the General Data Protection Regulation (EU) 2016/679 (“GDPR”).

## **SECURITY**

16. We have implemented robust security measures to safeguard your personal data, encompassing protections against unauthorised or unlawful processing, accidental loss, destruction, or damage.

17. Only authorised Reuben Law Barristers staff, trainees, and third parties processing data on our behalf are granted access to your personal data. This access is restricted to the data strictly necessary for the purposes for which it has been allocated.
18. Furthermore, we have implemented measures to ensure that all individuals with access to your personal data adhere to the law, comply with our privacy notice, and strictly observe the confidentiality rules applicable to material protected by legal professional privilege.
19. Reuben Law Barristers has implemented contractual safeguards with its third-party data processors, including our IT systems and software providers, to ensure that your personal data is processed solely in accordance with our directives.
20. If you require further information regarding this notice or any other matter, kindly contact us using the provided details.

## **INFORMATION RIGHTS**

21. The General Data Protection Regulation (GDPR) provides individuals with specific rights regarding the personal data that organisations hold about them.
22. These rights include:
  - Right of information and access to confirm details about the personal data that is being processed about them and to obtain a copy;
  - Right to rectification of any inaccurate personal data;
  - Right to erasure of personal data held about them (in certain circumstances);
  - Right to restriction on the use of personal data held about them (in certain circumstances);
  - Right to portability – right to receive data processed by automated means and have it transferred to another data controller;
  - Right to object to the processing of their personal data.
23. You will not be required to pay a fee to access your personal data. However, we may impose a reasonable fee if your request appears to be unfounded, repetitive, or excessive. Alternatively, we may decline to comply with your request in these circumstances.
24. Further information about your information rights is available on the ICO's website: <https://ico.org.uk>.

## **COMPLAINTS**

25. We trust that you will be content with the manner in which we handle and utilise your personal data. Should you deem it necessary, you possess the right to lodge a complaint with the Information Commissioner's Office: <https://ico.org.uk>.
26. Nevertheless, we sincerely hope that if you have any concerns regarding our handling of your personal data, you will initiate contact with us directly, thereby affording us the opportunity to resolve the matter promptly.