PRIVACY NOTICE FOR DR PETER ELLIS

Introduction

Please read the following information carefully. The General Data Protection Regulation ("GDPR") gives you rights in relation to the personal information about yourself that I collect and make use of. That information is called "personal data" under the GDPR. This Privacy Notice describes the information I collect about you, how it is used (which will include storing it in soft or hard copy or transmitting it by email or otherwise), how it is shared, and your rights regarding it.

Clients

Thank you for choosing to instruct me in your case.

References in this Privacy Notice to "clients" are intended as references both to my Instructing Solicitors and to the client(s) who have retained my Instructing Solicitors (also referred to as "lay clients").

I will need to collect, hold and use clients' personal information in order to provide such services as I am asked by my Instructing Solicitors to provide.

Others

On occasion, whilst acting for clients, I will need to collect, hold and use personal information provided by people who are not my clients i.e witnesses or potential witnesses, experts and people with whom I am communicating such as solicitors, court staff and judges.

My intention

I will take all possible steps to protect your personal information and to do nothing that would infringe your rights or undermine your trust.

Data Controller

I am registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that I hold and process as a barrister. My registered address is Hailsham Chambers, 4 Paper Buildings, Temple, London, EC4Y 7EX and my registration number is **Z4671146**.

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 and on my website profile.

Data Collection

The majority of the personal information that I collect or hold about you is provided by you to me. Some information might be obtained from third parties such as other legal professionals or experts, witnesses and courts and other tribunals.

My Lawful Basis for processing your information

The GDPR requires all organisations or individuals that process personal data to have a Lawful Basis for doing so.

I rely on the following as the lawful bases on which I collect and use your personal information:

- If you have consented to the processing of your personal information, then I may process your information for the purposes set out below to the extent to which you have consented to me doing so;
- If you are a client, the processing is necessary for the performance of a contract to which you are a party. That contract will be the contract between you and my Instructing Solicitor, whom you engage to provide you with advice or representation in your case, and who in turn has instructed me to provide you with advice or representation;
- The legitimate interest of myself and/or the legitimate interests of a third party in carrying out the processing for one or more of the purposes set out below. In short, my legitimate interest is to enable me to provide legal services as a barrister, to ensure fair resolution of any complaints or disputes, and to promote access to my profession;
- If I am assisting pro bono organisations then the processing is being carried out in the public interest.

In the event that I need to process data revealing: your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership; or your genetic data, biometric data for the purpose of uniquely identifying you; or I need to process data concerning your health, sex life or sexual orientation, the legal basis for my processing shall be because:

- the processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; and/or
- you have given me explicit consent to the processing of such information for one or more of the purposes set out below.

The purpose of my processing of your information:

I may need to process your personal data for one or more of the following purposes:

- To provide legal services to my clients, including the provision of legal advice and representation in courts, tribunals, arbitrations and mediations, and communicating in connection with that purpose;
- To assist in training pupils and mini-pupils;
- To keep accounting records and enable my clerks to carry out my practice management requirements;
- To investigate or address any concerns raised by my clients or third parties about the provision of my services as a barrister;
- To take or defend or otherwise address legal or regulatory proceedings relating to the provision of my services as a barrister, or to exercise a lien;
- To check for potential conflicts of interest in relation to future potential cases I do not use automated decision-making in the processing of your personal data.

I collect and process both personal data and special categories of personal data as defined in the GDPR. This includes all or some of:

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Date of birth;
- Location details;
- Financial information
- Medical Records
- Criminal Records

I may share your information with:

If you are my client most 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 the personal information I collect and use with some or all of the following:

- Lay and professional clients;
- Other parties and their legal representatives, for the purposes of resolving my client's case;
- Potential witnesses, in particular experts
- Courts or other tribunals to whom documents are presented;
- Pupils or mini pupils*;
- The Clerks and Staff who are employed by Hailsham Chambers to provide practice management and administrative services. As part of this a software management tool is used;
- Practice management and administrative services provided by Hailsham Chambers such as IT support staff, email provider, data transportation, storage and disposal providers;
- In the event of complaints or a dispute or other legal matters, the Head of Chambers, other members of Chambers who deal with complaints, the Bar Standards Boards, the Legal Ombudsman, or my legal advisors;
- Law enforcement officials, government authorities, or other third parties to meet my legal obligations;
- Any other party where I ask you and you consent to the sharing.

*As a barrister and from time to time I may be involved in the training of a pupil barrister or in providing an aspiring barrister with work experience (a 'mini-pupil') which is important in promoting access to my profession. They are bound by written confidentiality obligations not to disclose any information about my cases that I share with them. You have the right to refuse that your personal data is provided to pupils or mini-pupils. Please tell me if you wish to do so.

Transfers to third countries and international organisations outside the European Economic Area (EEA)

I use Microsoft Office 365 and OneDrive for Business, which means that I store your information in a cloud-based system in the United Kingdom. Pursuant to the Online Services Terms provided by Microsoft, I am satisfied that such information is fully protected and safeguarded as required by the GDPR.

I do not transfer any of your personal data to third countries or international organisations outside the EEA.

Use of Artificial Intelligence

I may use artificial intelligence ("AI") tools to help me to deliver legal services to you. This may involve automated processing of personal data provided by lay clients. However, I do not use AI to make solely automated decisions that materially affect the legal advice or services I give to clients. I will always review and verify any outputs generated by AI before any advice is given or any action or decision is taken.

Examples of how I may use AI include:

- Legal research using recognised legal databases;
- Summarising and/or analysing long documents, including case papers;
- Recording and providing transcripts or summaries of meetings.

This is not an exhaustive list and I may use AI in other ways if I consider that it will be of benefit in the context of the legal services I am providing, or for practice management and business development purposes.

When using AI, I protect personal data by:

- Observing data minimisation principles and only uploading documents containing personal data if i) it is necessary in order for the performance of the task and ii) it is impracticable to redact the personal data (this will usually be the case with large volumes of case papers);
- Only processing personal data using enterprise-tier (i.e. not public), password-protected AI tools which encrypt such data both in transit and at rest;
- Only processing personal data using AI tools whose providers have entered into data processing agreements with me and/or Hailsham Chambers which include undertakings to preserve the confidentiality of the information;
- Only using third-party processors who do not use the data to train their public or foundational models;
- Deleting personal data from the AI as soon as reasonably practicable when the relevant task is completed.

If you do not want me to use AI to process your data or would like to withdraw consent for future AI processing, please let me know.

Data Retention

The period for which I may retain personal data will vary from case to case, but in general:

- in respect of clients' cases, I will retain all personal data whilst that case is ongoing and thereafter will normally store and retain it until at least 3 years after the expiry of any relevant limitation period (which will usually be at least 6 years, but may be up to 21 years

where the case includes information relating to a minor) from the date of the last item of work carried out, the date of the last payment received, or the date on which all outstanding payments are written off, whichever is latest. At this point any further retention will be reviewed and the personal data will be marked for deletion of marked for retention for a further period. I am likely to do the latter only where the information is needed for legal proceedings, regulatory matters or active complaints. Deletion will be carried out as soon as reasonably practicable;

- I will store some of your information which I need to carry out conflict checks for the rest of my career. However, this is likely to be limited to your name, contact details and name of the case. It will not contain any sensitive personal data;
- Names and contact details obtained during the conduct of a client's case will be deleted unless likely to be used again during the course of my provision of legal services.

Whether information had to be provided by you, and why

If I have been instructed by you or on your behalf to provide my services as a barrister, your personal information has to be provided to enable me to provide you with advice or representation and to enable me to comply with my professional obligations. Should you choose not to provide me with such information then I may not be able to provide legal services to you.

Your Rights

The GDPR gives you specific rights concerning the way in which I process your personal data. For example,

(1) ***Right to access***. You have the right to obtain from me confirmation as to whether or not information concerning you is being processed and, if so, access to that information.

(2) ***Right to rectification***. You have the right to obtain from me, without undue delay, the rectification of inaccurate personal data concerning you, and the right to have any incomplete personal data concerning you completed.

(3) ***Right to be forgotten***. You have the right to obtain from me the erasure of personal data concerning you, without undue delay, where certain conditions apply (*e.g.* it is no longer necessary for me to hold the data for the purposes for which it was originally collected; you have withdrawn your consent upon which the processing may have been based; your personal data has been unlawfully processed). This is subject to exceptions, which include that the processing is necessary for the establishment, exercise or defence of legal claims.

(4) ***Right to restriction of processing***. In certain situations you have the right to restrict the way in which I process your personal data (*e.g.* you contest the accuracy of your personal data and you wish to restrict my processing for a period of time until I have provided verification that your personal data is accurate; where my processing is unlawful and, rather than erase your personal data, you wish to restrict my processing of it instead; or where I no longer *need* your personal data for the purposes of the processing, but the data is required by you for the establishment, exercise or defence of legal claims).

(5) ***Right to data portability***. You have the right to receive the personal data concerning you, which you have provided to me, in a commonly used format and the right to transmit that data to another data controller.

(6) ***Right to object***. You have the right to object to my processing your personal data at any time where my processing is based on (a) the fact that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority; or (b) the fact that the processing is necessary for the purposes of my "legitimate interests" unless (i) I can demonstrate compelling legitimate grounds which override your interests, rights and freedoms or (ii) for the establishment, exercise or defence of legal claims.

(7) ***Right to withdraw consent.*** Where my processing of your personal data is based on your consent, you have the right to withdraw your consent for me to continue processing your personal data at any time, but this will not affect the lawfulness of any processing activity I have carried out prior to you withdrawing your consent. However, where I also rely on other bases for processing your information, you may not be able to prevent the processing of your data. For example, if there is an unresolved issue such as a complaint or dispute, or if you have asked me to work for you and I have spent time on your case, you may owe me money which I will be entitled to claim.

You have the right to complain to me directly about how I handle your personal data using the form at https://www.hailshamchambers.com/about-us/page/privacy-data. You also have the right to complain to the Information Commissioner's Office at www.ico.org.uk.

Finally, if I breach any of my obligations to you in respect of your personal data you may be able to seek compensation for any distress you are caused or loss you have incurred.

Future Processing

I do not intend to process your personal information except for the reasons stated in this privacy notice.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting me at Hailsham Chambers, 4 Paper Buildings, Temple, London EC4Y 7EX, by writing, telephone (02076435000) or email: *peter.ellis@hailshamchambers.com*]

Marketing Opt-Outs

You may opt out of receiving emails and other messages from Hailsham Chambers by following the instructions in those messages.

Cookies

Cookies are small text files that are stored on your computer or mobile device when you visit some websites.

Google Analytics tracking is used on www.hailshamchambers.com. Google Analytics uses cookies to track visitor interaction, such as unique visitors, activity and traffic source. Information is collected anonymously by Google Analytics and no personal information is collected. This information provides us with reports to help to improve the site.

The cookies will remain on your computer or mobile device for a maximum of 2 years. If you wish, you can delete any cookies already set, and prevent any further cookies from being set, by using the Internet Options tool in your browser. This will not affect use of this website.

I will occasionally update my Privacy Notice. A link to the most up-to-date Privacy Notice will be published on my website profile.

This privacy notice was published in May 2018 and last updated in October 2026.