PRIVACY NOTICE FOR KITTY KIRTON

Introduction

Please read the following information carefully. The General Data Protection Regulation ("GDPR") and Data Protection Act 2018 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 e.g., witnesses or potential witnesses, experts and people with whom I am communicating such as solicitors, court staff and judges.

My intention

I will take appropriate measures to protect your personal information and to ensure that I do not 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 ZC076657.

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 or 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:

- I have the consent from my professional and/or lay clients for processing the personal data for the purpose of performing my professional retainer.

- The processing is necessary for the performance of a contract to which my professional and/or my lay clients are a party.
- The processing is necessary for compliance with a legal obligation to which I am subject.
- The processing is necessary for the purposes of my legitimate interests, which include:
    - enabling me to provide legal services as a barrister;
    - ensuring the fair resolution of any complaints or disputes;
    - promoting access to my profession;
    - building and maintaining relationships with clients (usually Instructing Solicitors or institutional clients); and
    - complying with my legal, regulatory and professional obligations (which include statutory, common law and regulatory obligations).
- 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;
- for marketing purposes, including communicating with you, other clients and other legal professionals about news, updates and events;
- to assist in tendering or panel membership applications;
- to assist in applications, including to legal directories, for the purposes of my professional development or career progression;
- 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; and/or
- 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 my clients' 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 (see further information below);
- 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 or me, such as: IT support staff; email, 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 Board, the Legal Ombudsman, or my legal advisers;
- law enforcement officials, government authorities, or other third parties to meet my legal obligations;
- legal directories, for the purpose of professional development;
- any relevant panel or tendering committee, for the purpose of professional development;
- accountants; and/or
- any other party where I ask you and you consent to the sharing.

Pupils and mini-pupils

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 (a 'mini-pupil') with work experience, 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. Where data is being processed pursuant to your consent, you have the right to refuse permission for your personal data to be 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 to store your information in a cloud-based system in the United Kingdom. I am satisfied that, pursuant to the terms on which such services are provided, the information I store 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; and/or
- 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 (ie 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; and
- 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 and Disposal

My Data Retention and Disposal Policy (available on request) details how long I hold data for and how I dispose of it when it no longer needs to be held. In general terms, I retain personal data relevant to each instruction I receive for a period that equates to the period within which a claim could be brought against me in respect of that case (as dictated by the Limitation Act 1980).

Data collected by me for marketing purposes will only be stored for as long as it is reasonably believed to be relevant for such purposes.

Whether information has 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

Under the GDPR you have a number of rights that you can exercise in certain circumstances. For example, you may have the right to:

(1) obtain from me confirmation as to whether or not information concerning you is being processed;
(2) obtain from me, without undue delay, the rectification of inaccurate personal data concerning you;
(3) obtain from me the erasure of personal data concerning you, without undue delay, in some circumstances;
(4) restrict the way in which I process your personal data in certain circumstances;

(5) ask for a copy of the personal information I hold about you; and/or
(6) 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 can demonstrate compelling legitimate grounds for (i) the processing which override your interests, rights and freedoms or (ii) the establishment, exercise or defence of legal claims.

Please note that there are exemptions to the requirement to comply with such requests. In particular, an important limitation on the above rights is legal professional privilege.

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.

You can find out more information from the ICO's website https://ico.org.uk/for-the-public/ and this is the organisation that you can complain to if you are unhappy with how I deal with you.

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 (020 7643 5000) or email: kitty.kirton@hailshamchambers.com

Changes to this Privacy Notice

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 October 2026.