

## Privacy Notice: Naomi Winston

Please read the following information carefully. This privacy notice contains information about the data (as defined in the EU General Data Protection Regulation 2016/679 (“**UK GDPR**”) and for the purposes of the UK Data Protection Act 2018) collected, stored and otherwise processed about you and the reasons for the processing. It also tells you whom I share this information with, the security mechanisms I have put in place to protect your data and how to contact me in the event you need further information.

I am **Naomi Winston**. I am a self-employed barrister and a member of Ten Old Square. My business address is 10 Old Square, Lincoln’s Inn, WC2A 3SU and I am a member of the barristers’ chambers known as Ten Old Square (“**Chambers**”). I collect, use and am responsible for personal information about my clients and their cases, which may include information about you. When I do this, I am the ‘controller’ of this information for the purposes of the UK GDPR and the Data Protection Act 2018. I am registered with the Information Commissioner’s Office with number **Z1498287**.

I collect, use and am responsible for personal data:

- (i) In order to carry out my instructions as a barrister and in connection with the provision of legal services;
- (ii) in connection with and in relation to recruitment of pupils and Chambers’ staff, pupillage, mini-pupillage and work experience matters which I perform as Pupillage Secretary, member of the Pupillage Committee and member of Chambers;
- (iii) in connection with and in relation to any functions I perform for Chambers and its members, in particular as one of Chambers’ Wellbeing Officers and a member of Chambers’ Wellbeing Committee.

Where data is collected and/or used by me on behalf of Chambers in relation to activities listed at paragraphs (ii) or (iii) above, I am a data processor on behalf of the Head of Chambers (currently Francis Barlow QC) of this data for the purposes of the UK GDPR and the Data Protection Act 2018.

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.

### Risk assessment

When:

- (i) providing legal services;
- (ii) considering applications to Chambers for tenancy, pupillage, mini-pupillage, a work experience opportunity or employment;
- (iii) acting as Wellbeing Officer/a member of Chambers’ Wellbeing;
- (iv) providing a reference;

I collect some or all of the following information which constitutes your personal data (some of it within the special categories of personal data defined in the UK GDPR):

- (a) your personal details (including name, date of birth, address, email address and other contact details);
- (b) details about your family members and friends;
- (c) details of your lifestyle and social circumstances;
- (d) your financial details;
- (e) information about your education, training and current or past employment;
- (f) information about your physical or mental health details;
- (g) information about your racial or ethnic origin;
- (h) information about your religious, philosophical or other beliefs;
- (i) information about your political opinions;
- (j) details of any trade union membership you have;
- (k) information about your sex life or sexual orientation;
- (l) your genetic data;
- (m) your biometric data for the purpose of uniquely identifying a natural person;
- (n) information about criminal proceedings, outcomes and sentences, and related security measures;
- (o) other personal data relevant to instructions to provide legal services, including data specific to the instructions in question.

### **Data collected from other sources**

The same categories of data may also be obtained from third parties, such as clients, Chambers' staff, other legal professionals or experts, court staff and officials, members of the public, your family and friends, witnesses, courts and other tribunals, investigators, government departments, regulators, public or administrative bodies, prosecution bodies law reports, reports of the decisions of courts and other tribunals, case summaries published by law reporting services, published legal articles, public records and registers, referees or newspapers or other information available on the internet.

### **The purposes for which I use your personal data**

I may use your personal information for the following purposes:

- (i) to provide legal services to my clients, including the provision of legal advice and representation in courts, tribunals, arbitrations, and mediations;
- (ii) to manage and administer my practice (including keeping accounting records and carrying out office administration);
- (iii) to recover debt;
- (iv) to take or defend legal or regulatory proceedings or to exercise a lien;

- (v) to respond to potential complaints or make complaints or to communicate with regulators;
- (vi) to check for potential conflicts of interest in relation to future potential cases;
- (vii) to promote and market my services (including writing legal articles and textbooks and giving lectures);
- (viii) to carry out anti-money laundering and terrorist financing checks;
- (ix) to train other barristers and when providing work-shadowing opportunities (including but not limited to mini-pupillages);
- (x) to respond to requests for references;
- (xi) when procuring goods or using and services reasonably required for my practice;
- (xii) to consider applications to Chambers for tenancy, pupillage, mini-pupillage and work experience opportunities and/or any employed role with Chambers;
- (xiii) as required or permitted by law.

### **Whether data has to be provided by you and why**

If I have been instructed by you or on your behalf on a case, if you have asked for a reference or if you have applied to become a member of Chambers, to become a pupil in Chambers, for mini-pupillage or other work-experience opportunity in Chambers, your personal information has to be provided, to enable me to provide you with advice or representation or the reference or to consider your application (as the case may be), and to enable me to comply with my professional obligations, and/or to keep accounting records.

### **The legal basis for processing your personal information**

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

- (i) If you have consented to the processing of your personal information, then I may process your information for the Purposes set out above to the extent to which you have consented to me doing so. You will also have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place prior to your withdrawal of consent.
- (ii) If you are a client or a potential client, processing is necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract (e.g. reviewing data in order to provide a fee quote for legal services).
- (iii) If you are a person whose data has been published in a judgment in the course of earlier legal proceedings, I am entitled by law to process the information as the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights (i.e. those of my clients).
- (iv) If you are an applicant for tenancy, pupillage, mini-pupillage, other work experience opportunity or employment in Chambers, processing is necessary in order to consider your application (i.e. to take steps at your request prior to entering into a contract).

- (v) If you are the referee of an applicant for tenancy, pupillage, mini-pupillage, a work experience opportunity or employment in Chambers, processing is necessary in order to consider the application and is assumed to have been provided with your consent given to the applicant.
- (vi) If you are a person whose data is held or used in relation to the carrying out of my functions as Wellbeing Officer or member of the Wellbeing Committee, then I may process your information for the Purposes set out above to the extent to which you have consented to me or another Wellbeing Officer doing so and/or processing is necessary for a legitimate business reason (i.e. the helping to maintain the wellbeing of members of Chambers).
- (vii) In relation to information which is in categories ((i)) to ((n)) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings) I rely on your consent for any processing for the purposes set out in purposes ((ii)), ((v)), ((vii)), ((ix)) and ((x)) above. I need your consent to carry out processing of this data for these purposes. However, if you do not consent to processing for purposes ((v)) and ((x)) (responding to potential complaints and providing a reference) I will be unable to take your case or to provide a reference. This is because I need to be able to retain all the material about your case until there is no prospect of a complaint and to provide an informed and complete reference.
- (viii) In relation to information in categories (f) to (n) above (these being categories which are considered to be particularly sensitive information and include information about criminal convictions or proceedings), I am entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for establishing, exercising or defending legal rights. This includes information which I hold by reason of it having been published in a judgment or case summary of earlier legal proceedings.
- (ix) In relation to information which is not in categories (f) to (n) above, I rely on my legitimate interest and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- (x) In certain circumstances processing may be necessary in order that I can comply with a legal obligation to which I am subject (including carrying out anti-money laundering or terrorist financing checks).
- (xi) The processing is necessary to publish judgments or other decisions of courts or tribunals.

### **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:

- (a) data processors, such as my Chambers staff, IT support staff, email providers, data storage providers;
- (b) other legal professionals;
- (c) opposing litigants in person;

- (d) experts and other witnesses;
- (e) prosecution authorities;
- (f) courts and tribunals (staff, officials and judiciary);
- (g) mediators and arbitrators;
- (h) the staff in my chambers;
- (i) pupil (i.e. trainee) barristers and those to whom I am providing work experience opportunities (including mini-pupils);
- (j) lay clients;
- (k) family and associates of the person whose personal information I am processing;
- (l) in the event of complaints or disputes, the Head of Chambers, other members of Chambers who deal with complaints, my insurers, my legal advisors, the Bar Standards Board, and the Legal Ombudsman;
- (m) other regulatory authorities;
- (n) current, past or prospective employers;
- (o) education and examining bodies;
- (p) business associates, professional advisers and trade bodies, e.g. the Bar Council and the Chancery Bar Association;
- (q) publishers of and researchers for the legal directories (including, but not limited to Chambers & Partners and the Legal 500);
- (r) publishers of legal textbooks, legal journals and online legal information;
- (s) Her Majesty's Revenue and Customs and, in that regard, my accountants;
- (t) the intended recipient, where you have asked me to provide a reference;
- (u) your referees, where you are applying to Chambers for whether for tenancy, pupillage, mini-pupillage, other work experience or another position.

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.

### **Sources of information**

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

- (a) other legal professionals;
- (b) experts and other witnesses;
- (c) prosecution authorities;
- (d) courts and tribunals;
- (e) mediators and arbitrators;
- (f) pupils (i.e. trainee barristers);
- (g) lay clients;
- (h) family and associates of the person whose personal information I am processing;
- (i) in the event of complaints, the Head of Chambers, other members of Chambers who deal with complaints, my insurers, the Bar Standards Board, and the Legal Ombudsman;
- (j) other regulatory authorities;
- (k) in the event of claims intimated or made, my insurers;
- (l) current, past or prospective employers;
- (m) education and examining bodies;
- (n) business associates, professional advisers and trade bodies, e.g. the Bar Council;
- (o) the intended recipient, where you have asked me to provide a reference;
- (p) legal judgments and decisions of courts and tribunals which have been published by the relevant court or tribunal or case summaries which have been published by a law reporter;
- (q) data processors, such as my Chambers staff, IT support staff, email providers, data storage providers;
- (r) public sources, such as the press, public registers and law reports and websites.

### **Transfer of your information outside the European Economic Area (EEA)**

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 EEA in any particular case or for a reference. However, if you reside outside the EEA or your case or the role for which you require a reference involves persons or organisations or courts and tribunals outside the EEA then it may be necessary to transfer some of your data to that country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide come from outside the EEA then it is inevitable that information will be transferred to those countries. If this applies to you and you wish additional precautions to be taken in respect of your information, please indicate this when providing initial instructions.

Some countries and organisations outside the EEA have been assessed by the UK and European Commission which have found that their data protection laws and procedures found to show adequate protection. The list can be found [here](#). Most do not. If your information has to be transferred

outside the EEA, then it may not have the same protections and you may not have the same rights as you would within the EEA.

The principal Cloud data storage service which I use (Dropbox for Business) stores data in the EU. However, I may transfer your personal data to the following which are located outside the European Economic Area (EEA): Cloud data storage services based in the USA who have agreed to comply with the EU-U.S. Privacy Shield, 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. The USA does not have the same data protection laws as the EU but the EU-U.S. Privacy Shield has been recognised by the European Commission as providing adequate protection. To obtain further details of that protection see [https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/eu-us-privacy-shield_en).

I will not otherwise transfer personal information outside the EEA except as necessary for providing legal services or for any legal proceedings.

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

### **How long will I store your personal data?**

I will normally store all your data:

- (i) until at least 1 year after the expiry of any relevant limitation period 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 the latest. The relevant limitation period may be 6 years, 12 years or 15 years, or longer where the case includes information relating to a minor or an adult lacking capacity. This is because the data may be needed for potential legal proceedings.
- (ii) 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 and contact details, the name and contact details of any opposing parties and the name of the case, as well as the name of any trustee or trustees of any trust or estate with which the case was concerned. This will not include any data within categories (f) to (n) above.
- (iii) Information related solely anti-money laundering checks will be retained until five years after the completion of the transaction or the end of the business relationship, whichever is the later.
- (iv) in line with the [Pupillage and Junior Recruitment Policy](#), if you are an applicant to Chambers for pupillage, a work experience opportunity or for a starter tenancy.
- (v) for a period of 3 years (to assist with Chambers' administration), if you are an established practitioner applying for tenancy, save that if your application is successful, the information will be stored indefinitely.
- (vi) in line with Chambers' Privacy Policy, if your data is held by me as a result of my position as a Chambers' Wellbeing Officer.

At the end of the period of retention, the data will be reviewed and the data will be marked for deletion or for retention for a further period. Save as specified above, continued retention is likely to occur only where the information is needed for legal proceedings, regulatory matters or active

complaints. Deletion will be carried out (without further notice to you) as soon as reasonably practicable after the data is marked for deletion.

Documents that I have drafted or have been drafted in a case in which I was involved may also be retained beyond the time limits set out above for learning purposes and legal research. Where this is the case, I will anonymise the personal information/redact information which may identify an individual/risk assess the continued retention of the documents.

More detail about different methods of storing data and about the data of business to business contacts or referees is provided in my data protection policy and registers, available on request from the contact details below.

### **Consent**

As explained above, I am relying on your explicit consent to process your information in categories (f) to (n) above. You provided this consent when you agreed that I would provide legal services, you asked me to provide a reference, you made an application to Chambers or you provided information to me or another of Chambers' Wellbeing officers.

You have the right to withdraw this consent 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 processing of your data. For example, 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.

If there is an issue with the processing of your information, please contact my clerks using the contact details below.

### **Your Rights**

Under the UK GDPR, 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 (save where the data provided to me has been provided in a different format and that is the only format in which I hold it);
- 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 UK GDPR please see the Guidance from the Information Commissioners Office on [Individual's rights under the UK 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.

### **How to make a complaint?**

The UK 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/>.

### **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 the [Ten Old Square](#) website.

### **Changes to this privacy notice**

This privacy notice was first published on 22 May 2018. It was last updated on 18 February 2022.

I regularly review my privacy practices and may change this policy and/or my data protection policy (available on request from the contact details below) from time to time. When I do, details will be placed on the [Ten Old Square](#) website.

### **Contact Details**

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

The best way to contact me is to write to me at 10 Old Square, Lincolns' Inn, London WC2A 3SU or contact my clerks by email [clerks@tenoldsquare.com](mailto:clerks@tenoldsquare.com) or by phone on 020 7405 0758.

Chambers' Data Protection Manager is our Senior Clerk, Mr Keith Plowman, his contact details are:

Keith Plowman  
Senior Clerk (as DPM)  
10 Old Square  
Lincoln's Inn  
London  
WC2A 3SU

[keithplowman@tenoldsquare.com](mailto:keithplowman@tenoldsquare.com)

**Chambers' Privacy Notice**

If you would like to review my Chambers' Privacy Notice which covers the personal data processed by my Chambers then [please click here](#).