

1. Scope

All data subjects whose personal data is collected for the purposes of marketing, in line with the requirements of the GDPR.

2. Privacy Statement

2.1 Who are we?

4 New Square are a set of barristers, each of whom is a data controller. 4 New Square also has pupils and door tenants each of whom is a data controller. Our practices are administered through 4 New Square Ltd, which employs chambers' staff and is also a data controller.

Any queries or communications relating to data protection issues can be addressed to us through Chambers' senior clerk, Lizzy Stewart:

4 New Square

Lincoln's Inn

London, WC2A 3RJ

- Lstewart@4newsquare.com
- +44 02078222000

2.2 What types of personal data do we collect and/or retain?

The personal data that we collect and/or retain for marketing and related purposes is:

<ul style="list-style-type: none">• First name• Last name• Company/Firm Name• Position in Company/Firm• Area(s) of Law• Mailing Address (home address or work address)• Email Address	Source: Publicly available information such as website, or from details provided by you to one or more members of chambers or to 4 New Square Ltd.
---	--

The personal data we collect will be used for the following purposes:

- (a) to send you updates on legal developments, briefings, invitations to events, and other communications in which we think you might be interested;
- (b) to monitor and analyse our practices and client relationships;
- (c) to facilitate our internal business operations;
- (d) to make submissions to legal directories and/or applications for appointment as Queen's Counsel or to judicial office;
- (e) To comply with any legal or professional obligations (including obligations under contracts of insurance); and
- (f) If applicable, to advance the management of individual cases and retainers

2.3 Legal Bases

The legal bases for our processing of your personal data may include any or all of:

- (a) Your consent

- (b) The performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract
- (c) Compliance with our legal obligations
- (d) The legitimate interests of ourselves and/or third parties, such as our clients

The legitimate interests pursued by us, or third parties, are the professional, commercial and/or legal interests which we, or they, may have in the purposes identified above.

The categories of personal data which we collect for marketing and related purposes do not include special categories of personal data.

2.4 Consent

You may withdraw consent to the processing of your personal data for the purposes set out in paragraph 2.3(a) to (d) above at any time by emailing gdpr@4newsquare.com or by writing to:

Lizzy Stewart
4 New Square
Lincoln's Inn
London, WC2A 3RJ

2.5 Recipients of personal data

For the purposes identified above, we may disclose your personal data to our members, employees, advisers or other agents, legal directories, the bodies responsible for appointment as Queen's Counsel and the judiciary, and/or to any person to whom we are obliged legally or professionally to disclose that data, or for the purposes of advancing the management of individual cases and/or retainers.

2.6 Transfers to a third country

We will not transfer your personal data held for the purposes set out in paragraph 2.2 above to third party controllers or processors of data in third countries.

2.7 Retention period

Except when your personal data is or has been used for the purposes identified at paragraph 2.2(e) or (f) above, we will store and process personal data for 3 years subject to any withdrawal of consent. After this time, we will contact you again to ensure that the personal information remains accurate and that you give your consent to continue to process your personal information. If we do not receive your explicit consent, your personal data will be erased.

2.8 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the personal data that we hold about you and other information, including the following:

- (a) the purposes of the processing;
- (b) the categories of personal data concerned;
- (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
- (d) the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) the right to lodge a complaint with a supervisory authority;
- (g) where the personal data are not collected from the data subject, any available information as to their source;
- (h) the existence of automated decision-making, including profiling and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply you may have a right to restrict our processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to object to the legal effects of automated processing or profiling.
- Right to review: in the event that 4 New Square refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

You may exercise any of these rights at any time either by emailing us at gdpr@4newsquare.com or by writing to the senior clerk, Lizzy Stewart, at:

4 New Square
Lincoln's Inn
London, WC2A 3RJ

2.9 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by 4 New Square, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority or with us directly.

The details for each of these contacts are:

Supervisory authority contact details	Our contact details
Information Commissioners Office https://ico.org.uk/concerns/handling/ 0303 123 1113	Lizzy Stewart Senior Clerk 4 New Square Lincoln's Inn London, WC2A 3RJ gdpr@4newsquare.com

21st May 2018