

Littleton Website and Marketing Privacy Notice

Littleton Chambers is a barristers' chambers that supplies legal services.

This policy applies to information obtained through this website and how we use it, including for the purposes of marketing.

Other specific policies are applied by Littleton Chambers where your relationship with Littleton Chambers is any of those set out below. The applicable privacy notice will be provided on application. The relationships are:

- client, prospective client or other third party professional contact such as solicitors, opponent, judge, arbitrator, mediator and expert witness: Littleton Chambers' Client Privacy Notice;
- employee, contractor, work experience, or applicant for any of these positions: Littleton Chambers' Staff Privacy Notice;
- member, associate tenant, pupil, mini-pupil, or applicant for any of these positions: Littleton Chambers' Members Privacy Notice.

This policy explains when and why we collect personal information through the website and for marketing, how we use it, the conditions under which we may disclose it to others and how we keep it securely. We are committed to protecting and respecting your privacy.

What information do we collect?

We may collect the following information:

- name, job title and the organisation you work for;
- contact information including email address, postal address and phone number;
- marketing related information such as the areas of law in which you work or are otherwise interested;
- other information provided by you related to the purpose of your contact with us through this website.
- IP address, cookies and information regarding the pages of our website that you have accessed and when

Cookies

We use traffic log cookies to identify which pages have been visited. This helps us analyse data about web page traffic and improve our website in order to tailor it to visitors' needs. We only use this information for statistical analysis purposes. Cookies help us provide you with a better website, by enabling us to monitor which pages visitors find useful and which they do not. You can choose to accept or decline cookies - most web browsers automatically accept cookies, but can often have their settings modified to decline cookies if you prefer. This may prevent you from taking full advantage of the features of the website.

How do we use your personal data?

We use your personal data for the following purposes:

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- to carry out our obligations arising from contracts entered into between you and our members and/or Littleton Chambers;
- to enable business administration;
- to identify where our services can be improved;
- to maintain our own accounts and records;
- to market our services and events.

Littleton Chambers complies with its obligations under the GDPR:

- by collecting and retaining only data necessary to communicate with clients and prospective clients, unless another specific privacy notice applies (as to which see above);
- by ensuring that appropriate technical measures are in place to protect personal data;
- by keeping personal data up to date;
- by storing and destroying data securely.

What is the legal basis for processing your personal data?

Littleton Chambers may retain your contact details in accordance with its legitimate interests:

- to respond to enquiries;
- to carry out direct marketing and/or knowledge sharing with its clients or potential clients. This may include, for example, communicating articles of interest to you or invites to our seminars;
- to efficiently administer its business.

How does the Controller protect data?

Littleton Chambers takes the security of personal data seriously and has put in place physical, electronic and managerial controls to try to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the employees or agents of Littleton Chambers in the performance of their duties. Information collected from you when you contact us may be shared internally with barristers, clerks and other staff. Third-party staff such as IT service and business administration service providers may have access to the data if it is necessary in the performance of their supporting role for Littleton Chambers.

Littleton Chambers may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights.

How long do we keep your personal data?

Personal data will be retained for as short a period as possible and the retention period may vary from one piece of information to another. It will also take into account our need to meet any legal, statutory and regulatory obligations. In all cases the need to use your personal information will be reassessed on a regular basis and information which can be destroyed because it is no longer required will be disposed of effectively and securely.

Further processing

If we wish to use your personal data for a new purpose, not covered by this privacy notice, we will provide you with a new notice setting out the relevant purposes and processing conditions, prior to undertaking any new processing.

Data subject rights

Any data subject has a number of rights. They may:

- access and obtain a copy of their data on request;
- require the controller to change incorrect or incomplete data;
- require the controller to delete or stop processing personal data in appropriate circumstances, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of personal data where the controller is relying on its legitimate interests as the legal ground for processing.

To exercise any of these rights, the data subject should please contact Felicity Schneider, Administration Director, email: fschneider@Littletonchambers.com or DDI: 020 77978624.

This Notice is intended to be compliant with GDPR.

Date: 22.05.2018