PRIVACY POLICY

LAST REVIEWED IN APRIL 2025

4PB Privacy Policy

This privacy policy explains how 4PB collects, uses, and protects any personal information you provide when using this website.

We are committed to safeguarding your privacy. If we ask you to share information by which you can be identified while using this site, you can trust that it will only be used in accordance with this policy.

4PB ("Chambers") may update this policy occasionally by revising our policy. We recommend checking back periodically to stay informed about any changes.

This policy was first published in May 2018. It was last reviewed and updated in April 2025 to reflect current data protection laws, including GDPR, UK GDPR.
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You can view the full privacy policy, including details about our use of cookies, below or download a copy by clicking here.

The Privacy Notice

We are committed to respecting the privacy of everyone who interacts with us or with Members of 4PB in connection with the legal services we or our Members provide ("Services"). This includes individuals:

a. whose personal data we may handle in the course of delivering Services to others;
b. who apply to join 4PB whether as staff, or as a mini-pupil, pupil, or pupil barrister or barrister;
c. who visit or register on our website at www.4pb.com (the "Site"), where we aim to ensure a safe online experience; or
d. who use services available through the Site.

Cookies & Tracking Technologies

Chambers uses essential cookies to operate the Site and analytical cookies (with consent) to understand user interactions. You may manage your cookie preferences through our Cookie Settings banner or browser tools.

Purpose of this Privacy Notice

This Privacy Notice outlines how we collect, use, and safeguard your personal information, whether it comes directly from you or from a third party. It explains the purposes for which we process your data and describes your rights in relation to that

processing. It also tells you who Chambers shares this information with, the security mechanisms Chambers has put in place to protect your information and how to contact Chambers in the event you need further information.

We aim to inform you about the types of personal data we handle, and how you can request its deletion, correction, transfer, or access. This notice is intended to help you make informed choices when using our Services or visiting the Site, and to clarify how we may process your data when providing services to others or when you apply to work with us.
Please be aware that this Privacy Notice only applies to personal information collected or processed by us. It does not cover information you may provide to third parties who are not acting as joint data controllers with us.

Who we are

Our Services are provided either by 4PB ("chambers") or by Members of Chambers, and the Site is operated by 4PB. In this document, "we", "us", or "our" refers collectively to 4PB and Members of 4PB.

4PB ("chambers") collects, uses and is responsible for personal information about you. When a Barrister or Chambers does this it is the 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018.

Please note that individual barristers within 4PB are also data controllers for the purposes of their own practices. A full list of current Members can be found here.

References to "4PB chambers" in this Privacy Notice include both Members of Chambers and 4PB, as appropriate to the context.

How to contact us

If you have any questions regarding this Privacy Notice or wish to exercise any of the rights outlined within it, please reach out to us via:

- sending an e-mail to dataprotection@4pb.com marked for the attention of Chambers Manager or
- calling us on (+44) 0207 427 5200 to speak to Chambers Manager.

Information collected

Chambers and Barristers practicing from these chambers collects some or all of the following personal information that you provide:

a. personal details
b. family details

c. lifestyle and social circumstances
d. goods and services
e. financial details
f. education, training and employment details
g. physical or mental health details
h. racial or ethnic origin
i. political opinions
j. religious, philosophical or other beliefs
k. trade union membership
l. sex life or sexual orientation
m. genetic information
n. biometric information for the purpose of uniquely identifying a natural person
o. criminal proceedings, outcomes and sentences, or related security measures
p. other personal information relevant to instructions to provide legal services

Information collected from other sources.

The same categories of information may also be obtained from third parties, such as, experts, members of the public, your family and friends, witnesses, courts and other tribunals, suppliers of goods and services, investigators, government departments, regulators, public records and registers

How Chambers uses your personal information: Purposes

Chambers may use your personal information for the following purposes:

- to provide legal services
- to promote and market the services of the Barristers
- to train barristers
- to recruit staff and pupils
- to assess applications for tenancy, pupillage, mini-pupillage and work-shadowing opportunities
- to fulfil equality and diversity and other regulatory requirements,
- to procure goods and services,
- to manage matters relating to employment, including payroll [and pensions]
- to respond to requests for references
- to publish legal judgments and decisions of courts and tribunals
- to respond to potential complaints or make complaints
- to carry out anti-money laundering and terrorist financing checks as otherwise required or permitted by law.

Marketing and promotion

In relation to personal information collected for marketing purposes, the personal information consists of

- names, contact details, and name of organisation
- the nature of your interest in Chambers' marketing
- your attendance at Chambers events.

This will be processed so that you can be provided with information about Chambers and the Barristers and to invite you to events.

You may contact by email via unsubscribe@4pb.com, if you no longer wish to receive such invitations or information.

Whether information has to be provided by you, and why

If you apply to Chambers for a position or are seeking a reference or are a member of staff your personal information has to be provided to Chambers, so that your application/reference can be properly assessed/your employment records, pay [and pensions] can be administered] *and to enable Chambers to comply with its regulatory obligations, and to keep accounting records*.

If you are offering or providing Chambers with goods or services your information may be processed in relation to such offers or contracts.

The legal basis for processing your personal information

Chambers relies on the following as the lawful bases to collect and use your personal information:

- If you have consented to the processing of your personal information, then Chambers may process your information for the Purposes set out above to the extent to which you have consented to Chambers doing so.
- In relation to information in categories (g) to (o) above (these being categories which are considered to include particularly sensitive information and which include information about criminal convictions or proceedings), Chambers is entitled by law to process the information where the processing is necessary for legal proceedings, legal advice, or otherwise for the establishment, exercise or defence of legal rights.
- In relation to information which is not in categories (g) to (o) above, Chambers relies on its legitimate interests and/or the legitimate interests of a third party in carrying out the processing for the Purposes set out above.
- In relation to information which is in categories (g) to (o) above (these being categories which include particularly sensitive information and which include information about criminal convictions or proceedings), Chambers relies on your consent for any processing for the purposes set out in purposes (i), (ii), (vi) and (viii) above. However, if you do not consent to processing for the purpose of providing a reference Chambers will be unable to take or provide a reference. This is because Chambers needs to be able to

retain all information about you to provide an informed and complete reference.

- The processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on Chambers or you in connection with employment, social security or social protection. [*Chambers needs a policy document to comply with this obligation – DPA Bill sch. 1 Part 1. para. 1(1)(b)*].
- The processing is necessary for the assessment of your working capacity or health or social care purposes.
- The processing of information in categories (g), (h), (j) and (l), is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between members of staff, tenants, pupils and mini-pupils with a view to enabling such equality to be promoted or maintained [*Chambers needs a policy document to comply with this obligation – DPA Bill sch 1 Pt 2 para. 5(1) & Para. 39 in Pt 4*].
- The processing is necessary to prevent or detect unlawful acts where it is in the substantial public interest and it must be carried out without consent so as not to prejudice those purposes.
- In certain circumstances processing may be necessary in order that Chambers can comply with a legal obligation to which it is subject (including carrying out anti-money laundering or terrorist financing checks).

Who will Chambers share your personal information with?

It may be necessary to share your information with the following:

- information processors, such as IT support staff, email providers, information storage providers;
- in the event of complaints, the Head of Complaints and members of Chambers and staff who deal with complaints, the Bar Standards Board and the Legal Ombudsman
- other regulatory authorities;
- current, past or prospective employers or employees;
- in the case of recruitment of barristers to or from other chambers, your current, past and prospective chambers;
- education and examining bodies;
- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- Chambers' staff
- trainee barristers
- lay and professional clients of Members of Chambers
- family and associates of the person whose personal information Chambers is processing

- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked Chambers to provide a reference
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals

Chambers 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 Chambers' consent or your consent, which includes privileged information.

Chambers 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 Chambers obtains may include information obtained from:

- legal professionals
- experts and other witnesses
- prosecution authorities
- courts and tribunals
- trainee barristers
- lay and professional clients of members of Chambers
- family and associates of the person whose personal information Chambers is processing
- in the event of complaints, the Head of Complaints, other members of Chambers and staff who deal with complaints, the Bar Standards Board, and the Legal Ombudsman
- other regulatory authorities
- current, past or prospective employers
- education and examining bodies
- business associates, professional advisers and trade bodies, e.g. the Bar Council
- the intended recipient, where you have asked Chambers to provide a reference.
- the general public in relation to the publication of legal judgments and decisions of courts and tribunals
- data processors, such as IT support staff, email providers, data storage providers
- public sources, such as the press, public registers and law reports.

If Chambers decides to publish a judgment or other decision of a Court or Tribunal containing your information then this will be based on what is available in the public domain.

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 information to that country outside of the EEA for that purpose. When doing so we and/or our Members will comply with our legal and regulatory obligations in relation to the personal information including, but without limitation, having a lawful basis for transferring personal information and putting appropriate safeguards in place to ensure an adequate level of protection for the personal information.

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 European Commission and their information 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.

Chambers may transfer your personal information to the following which are located outside the European Economic Area (EEA):

- Cloud information storage services based in the USA that comply with the EU-U.S. **Data Privacy Framework**, which the European Commission has deemed to offer adequate protection for personal data. For details, see here: https://www.dataprivacyframework.gov.
- Cloud information storage services based in Switzerland, in order to enable Chambers to store your information and/or backup copies of your information so that Chambers may access your information when it needs to. Switzerland does not have the same information protection laws as the EU but has been recognised by the European Commission as providing adequate protection; see here.

Chambers will not otherwise transfer personal information outside the EEA [except as necessary for the conduct of any legal proceedings].

If you would like any further information, please use the contact details provided in this policy.

How long will Chambers store your personal information?

Chambers will normally store all your information:

- **Equality and diversity data:** Retained for up to 5 years in pseudonymised form for statistical and regulatory reporting purposes.
- **Recruitment data:** Retained for 12 months following the completion of the recruitment process unless you are engaged, in which case data is retained in accordance with employment records.
- Marketing data: Names and contact details held for marketing purposes will be stored indefinitely or until Chambers becomes aware or is informed that the individual has ceased to be a potential client.

Consent

As explained above, Chambers is relying on your explicit consent to process your information in categories (g) to (o) above. You provided this consent when [you applied to become a member of staff, tenant, pupil or mini-pupil /you asked Chambers to provide a reference.

You have the right to withdraw this consent at any time, but this will not affect the lawfulness of any processing activity carried out prior to you withdrawing your consent. However, where Chambers also relies on other bases for processing your information, you may not be able to prevent processing of your information.

If there is an issue with the processing of your information, please contact Chambers using the contact information provided in this policy.

Your Rights

Chambers does not use your personal information for automated decision-making that produces legal or similarly significant effects. If this changes, we will update this notice accordingly.

Under the 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 information or to complete missing information Chambers holds 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;

- 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 the 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 GDPR please see the Guidance from the Information Commissioners Office on Individual's rights under the GDPR.

If you want to exercise any of these rights, please:

- Use the contact details provided in this policy;
- Chambers 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.

Chambers will respond to you within one month from when it receives your request.

Marketing Emails

We may send you updates about Chambers' activities or events where you have opted in, or where you are an existing client and the communication relates to similar services. You may opt out at any time by using the unsubscribe link or contacting unsubscribe@4pb.com.

How to make a complaint?

The 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 information protection laws occurred. The Information Commissioner's Office can be contacted at http://ico.org.uk/concerns/.

Future Processing

Chambers does 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 Chambers' website at www.4pb.com.

CONTACT

4PB

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