Privacy Notice for Mary Glass

This privacy policy sets out how Mary Glass uses and protects any information that you provide, how it is used, shared and your rights in relation to that information.

I am responsible for personal information about you, and I am the 'controller' of this information for the purposes of the GDPR and the Data Protection Act 2018.

My registered address is Ground Floor, 5 Paper Buildings and my ICO registration number is Z7031110.

The personal information I collect

I may collect the personal information about those that approach me for work, clients, persons for whom they contract with, witnesses, court staff and other legal professionals (and agents instructed by the same).

The vast majority of, if not all, the information that I hold about you is provided to or gathered by me in the course of your case and/or proceedings.

However, the potential sources of personal information I collect are varied and includes information from those instructing me, the court, opposition, third party suppliers, and from open-source channels.

What I do with the information

I only use the personal information for the purpose of carrying out the services to you and to the extent that the law allows. I process your personal information for the following reasons:

- For the purposes of fulfilling a contract or in an offer of my services i.e proving legal advice, representation and other legal services;
- To assist in training pupils and mini-pupils;
- In performance of a legal objectives;
- To prevent fraud and ensure security, for example, where required, complying with legal obligations to identify and verify the identity of my clients and their beneficial owners;
- Maintain and develop my business relationship with solicitors and clients;
- Communicate with you about news, updates and events;
- To comply with any regulatory obligations including those of the BSB and the ICO
- It is necessary in the public interest;

- Internal record keeping;
- To make any statutory returns which are required such as by the ICO or HMRC.
- Address any enquiries or complaints received from you.
- As otherwise permitted by law.

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;

I do not use automated decision-making in the processing of your personal data.

Security & Retention of personal information

I am committed to ensuring that your information is secure. To prevent unauthorised access or disclosure, I have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information I collect. Details of the internal steps are available on request.

My Retention Policy (copies on request) details how long I hold data for and how I dispose of it. The usual period will be the period of limitation in relation to a claim and specific steps will be taken if information is retained for further periods.
Any mobile device including laptop, tablet and mobile phone is password protected and encrypted to ensure security.

The legal basis for processing your personal information

I rely on the following as the lawful bases, as identified in the GDPR, to collect and use your personal information:

- Consent of the data subject.
- Performance of a contract with the data subject or to take steps to enter into a contract.
- Compliance with a legal obligation.
- To protect the vital interests of a data subject or another person.
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

My primary lawful bases for processing your information are consent and performance of the contract by which I am instructed to provide legal services, but other lawful bases may become relevant. For example, in the event of a professional negligence claim, I will have a legitimate interest in proving information to my insurer.

Sharing personal information

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

- Information processors, such as IT support staff, email providers, information storage providers;
- Chambers' staff;
- Barristers;

- Pupil or mini pupil
- Court officials
- My Accountant
- Legal advisers on the other side of the case
- To fulfil any legal obligations to a third party
- Subject to any instructions you provide to the contrary, where they have been instructed by you or for the purposes of proof reading or obtaining a second opinion on an informal basis.
- Those to whom you consent to my sharing your information.

If instructed or dealing with clients or information outside of the EU I may need to transferer your personal information outside of the EU. I can transfer personal data from the UK to any EEA country and third countries which are covered by the UK government's adequacy decision.

Where the above does not apply I will use reasonable steps to ensure that the personal information is adequately protected. I will transfer to third countries:

- for the purpose of performing the contract with my client and/or the contract concluded in your interests;
- because the transfer is necessary for the establishment, exercise or defence of legal claims
- to protect the vital interests of you or a third party; and/or

Your rights

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 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.

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 at the end of this page;
- 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 28 days from receipt of your request.

If you believe that any information that I are holding on you is incorrect or incomplete, please write to or email us as soon as possible. I will promptly correct any information found to be incorrect.

How to make a complaint

If you have any concerns about my use of your personal information, you can make a complaint to me at Five Paper, 5 Paper Buildings, Temple London, EC4Y 7HB or by emailing me at maryglass@fivepaper.com you can also contact me by emailing my clerks at clerks@fivepaper.com with the email being marked for my attention.
You can also complain to the ICO if you are unhappy with how we have used your data.
The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: https://www.ico.org.uk

Changes to the information

My Privacy Policy is reviewed each year for relevant updates and amendments. If there are any significant changes to the way in which your personal data is handled, I will notify you of these through either mail or email. I will also publish the updated Notice on my website profile.

Contact Details

maryglass@fivepaper.com