

# Privacy Policy

We give every single case the care and attention it deserves.

## Privacy Policy

We want you to know that when you engage with our organisation you can trust us with your information. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Policy describes the personal information we collect about you, how it is used and shared, and your rights regarding it.

### Data Controller

We are registered with the Information Commissioner's Office (ICO) as the Data Controller for the personal data that we hold and process.

Our registered address is:

24 The Ropewalk,  
Nottingham NG1 5EF.

Our registration number is:

Z2937610

Our Data Protection Manager is:

Tony Hill,  
Senior Clerk,  
Ropewalk Chambers,  
24 The Ropewalk,  
Nottingham,  
NG1 5EF.

Tel: 0115 947 2581

Email: [tony@ropewalk.co.uk](mailto:tony@ropewalk.co.uk)

Barristers are individually registered as Data Controllers with the ICO, details of which may be found on their profiles on this website under - *How I use your personal data*.

## Data collection

Details of how data is collected may be found on this website:

- Clients [Barrister profiles - How I use your personal data](#)
- Applicants [Join us - How we use your personal data](#)
- Complainants [Complaints - How we use your personal data.](#)

## Our lawful basis for processing your information

As a Data Controller, the law requires us to have a “lawful basis” or legally-recognised reason for processing your personal data. You can find details of our lawful basis for processing your personal information on this website at the following locations:

- Clients [Barrister profiles - How I use your personal data](#)
- Applicants [Join us - How we use your personal data](#)
- Complainants [Complaints - How we use your personal data.](#)

## Use of your information

You can find details of how we use your personal information on this website at the following locations:

- Clients [Barrister profiles - How I use your personal data](#)
- Applicants [Join us - How we use your personal data](#)
- Complainants [Complaints - How we use your personal data.](#)

We do not use automated decision-making in the processing of your personal data, and we will never sell your personal data to a third party.

## Information collected

You can find details of the personal information about you which we collect and process on this website at the following locations:

- Clients                      [Barrister profiles - How I use your personal data](#)
- Applicants                  [Join us - How we use your personal data](#)
- Complainants              [Complaints - How we use your personal data.](#)

## Information sharing

You can find details of who we may share your information with on this website at the following locations:

- Clients                      [Barrister profiles - How I use your personal data](#)
- Applicants                  [Join us - How we use your personal data](#)
- Complainants              [Complaints - How we use your personal data.](#)

Your information may be disclosed:

- As permitted or required by law or regulatory requirements and / or to comply with valid legal processes,
- To protect our rights and property,
- During emergency situations or where necessary to protect the safety of a person or group of persons,
- Where the personal data is publicly available.

## Transfer to third countries

We do not transfer any personal data outside the United Kingdom or the European Economic Area.

## Retention

You can find details of how long we will retain your information by checking the following locations on this website:

- Clients                      [Barrister profiles - How I use your personal data](#)
- Applicants                  [Join us – Pupillage / Mini-Pupillage / Third Six Pupillage / Work Experience - How we use your personal data](#)
- Complainants              [Complaints - How we use your personal data.](#)

## Your rights

You have a number of legal rights in relation to the personal data we hold about you. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, or in some circumstances ask us to stop processing your details.

If we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred.

You have the right to complain to the UK supervisory authority for data:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

[www.ico.org.uk](http://www.ico.org.uk)

## Accessing and correcting your information

You may request access to, correction of, or a copy of your information by contacting the Data Protection Manager.

## Security of your information

We are committed to ensuring that your personal information is secure. To prevent unauthorised access or disclosure, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. You may wish to visit [www.aboutcookies.org](http://www.aboutcookies.org) which contains comprehensive information on how to do this on a wide variety of browsers. You will also find details on how to delete cookies from your computer as well as more general information about cookies.

We use Google Analytics which sets the following cookies:

- \_utma
- \_utmb
- \_utmc
- \_utmz

You can find out more information about these cookies [here](#).

## Links to other websites

Our website contains links to other websites. Once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this policy. You should exercise caution and look at the privacy statement applicable to the website in question.

## Direct marketing

As a professional client instructing us or enquiring about our services, we may collect your contact details to add to our advertising database. We may use these details, primarily your email address, to provide you with:

- Information about our services which may be of interest to you,
- Newsletters and legal updates; and
- Invitations to seminars, conferences and events.

We will only send you marketing messages where we have your valid consent or as otherwise permitted by law. You may however opt-out of receiving our marketing messages at any time, either via the “unsubscribe” button or by contacting our Data Protection Manager.

## Updating this notice

We may occasionally update this policy, which we will publish on this website. We recommend that you check our website at regular intervals so you can keep track of any changes to this policy.