

**PRIVACY NOTICE**  
**(WEBSITE/BLOG/MARKETING)**

Chambers is committed to protecting the privacy and security of your personal information in accordance with the General Data Protection Regulations and other applicable data protection laws.

When we talk about personal data in this Privacy Notice, we mean data that identifies you or which can be used to identify you.

Chambers is a “*data controller*”. This means that we are responsible for deciding how we hold and use personal information about you. It is important that you read this notice so that you are aware of how and why we are using your personal information.

**Application**

This Privacy Notice applies to information we collect about:

1. Visitors to our website;
2. Visitors to our blog; and
3. Marketing campaigns.

**What information do we gather?**

There are times when we may need to gather specific information from you, such as your name and contact details, among other personal information. Information that is essential for us to answer queries and provide the services that are requested by you is generally designated as “*required*”. Additional information that would allow us flexibility in providing services and may be used for internal statistical studies or market research, is generally indicated as “*optional*”.

The choice of how much personally identifiable information you disclose to us is completely at your discretion.

## **How we protect your data**

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction.

We use technical measures such as password protection to protect your data and the systems they are held in. We also use operational measures to protect your data, for example by limiting the number of people who have access to the database in which your information is held. We keep these security measures under review.

## **Visitors to our website**

When someone visits our website, [www.6kbw.com](http://www.6kbw.com), we use a third party service, Google Analytics, to calculate things such as the number of visitors to the various pages of the site. This is done by collecting standard internet log information and details of visitor behaviour patterns. This information is processed in a way which does not identify anyone.

## **Use of cookies**

To find out more about the use of cookies on this site, please see our [Cookies Policy](#).

## **Marketing opt-in policy**

Chambers invites you to express positive preference and “*opt-in*”. You can do this by subscribing to our blog at <http://blog.6kbw.com> or sending an email to [subscribe@6kbw.com](mailto:subscribe@6kbw.com). By doing so, you will receive our blog e-newsletters and may also receive invitations to events (such as seminars, lectures), which we believe may be of interest to you.

We respect your privacy rights and understand that not everyone would like to receive this information. Therefore, if you wish to unsubscribe from our marketing campaigns, including our blog e-newsletters, you can either click on the unsubscribe link in the email, or send an email to [unsubscribe@6kbw.com](mailto:unsubscribe@6kbw.com).

## **Blog**

We use a third party provider, MailChimp, to deliver our weekly blog e-newsletters. This service gathers data concerning if the message was viewed and if the user interacted with it,

such as by clicking on a link included in the message. This data is used to help us monitor and improve our blog and e-newsletters. For more information, please see [MailChimp's Privacy Notice](#).

### **Links to third party sites**

Our website and blog may contain links to third party sites which are not covered by this Privacy Notice. We are not responsible for the content or privacy policies of these websites. Therefore, if you use these links to leave our website or blog and visit websites operated by a third party, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting those websites. We encourage you to read the privacy notices on the other websites before submitting any personal information to them.

### **Disclosure**

The personal data obtained will be disclosed only to employees, officers, agents or Members of Chambers only as much as is reasonably necessary for the purposes set out in this Privacy Notice. In addition, your information may be disclosed:

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

Except as provided above, your personal data will not be disclosed to third parties.

### **Your rights**

#### *Access*

You have the right to access the personal data we process about you. Please note that any request to access or obtain copies of your personal data must be made in writing. We may ask you to verify your identity and provide further details about your request. We will respond to any such request within one month.

### *Rectification*

We will use all reasonable endeavours to ensure the accuracy of the personal data retained about you. It is your responsibility to ensure that you submit true, accurate and complete information to us. You have the right to request that any inaccurate personal data held by us is corrected and any incomplete information is completed by contacting us.

### *Erasure*

You have the right to request the erasure of your personal data from our records without undue delay.

### *Object*

You have the right to object at any time to the processing of your personal data for marketing purposes.

### **Retention period**

We will keep your personal data obtained via our website, blog or marketing campaigns only for as long as we need it. How long we need to retain your personal data for will depend on what we are using for, whether that is to provide services to you, for our own legitimate interests or so that we can comply with the law.

We will actively review the information we hold and when there is no longer a client, business or legal need for us to hold it, we will delete it securely.

### **Review**

This Privacy Notice will be kept under regular review. This Privacy Notice was last updated in May 2018.

### **How to contact us**

If you have any questions about this Privacy Notice, our treatment of your personal data or to exercise any of your rights, you can contact our Data Protection Managers either by post

(6KBW College Hill, 21 College Hill, London EC4R 2RP) or by email ([datamanager@6kbw.com](mailto:datamanager@6kbw.com)).

**Approved By:** Management Committee

**Date:** 8 May 2018

**Policy Review Date:** 7 May 2019