

**PRIVACY POLICY OF SOPHIA STAPLETON, 2 DR JOHNSON'S BUILDINGS,
LONDON, EC4Y 7AY**

ICO Registration reference: ZA244376

Date of last review: April 2026

Please read the following information carefully. This privacy notice is addressed to individuals whose personal data I process. It contains information about the data I collect, record, store and use; the reasons for this processing; who I share these data with; and how to contact me in the event you need further information.

In order to provide legal advice and representation, I need to collect and hold personal information. This may be your personal data or information relating to other parties involved in the matter. I will take steps to protect your personal information.

I also need to collect and hold personal information when participating in the operations of chambers, such as recruitment.

I am registered with the Information Commissioner's Office as a Data Controller for the personal data I hold and process as a barrister. My registered address is 2 Dr Johnson's Buildings, Temple, London, EC4Y 7AY. My ICO registration number is ZA244376.

If you need to contact me about your data, or this privacy notice, you can contact me or our chambers' clerks by email at clerks@2drj.com.

Data collection

I collect information when I provide legal services, references, or participate in the operations of chambers. This can include the recruitment, assessment, supervision and mentoring of clerks, staff, mini pupils, pupils and tenants.

When I provide legal services, the majority of information that I hold about you is provided to, or gathered by, me in the course of your case and/or proceedings.

When providing legal services, or when participating in the operations of chambers, I obtain information from you directly, and/or from the following additional sources:

- Other legal professionals or experts, including solicitors and barristers and their associates, trainees and staff
- Information that is available publicly in registers, searches or in the media including databases and law reports and social media
- Chambers staff, clerks and data processors
- Mini pupils and pupils
- Experts and other witnesses

- Prosecution bodies
- Regulatory, public or administrative bodies
- Government departments
- Court, tribunals and inquiries staff & officials
- Clients (lay, professional and their staff)
- Members of the public
- Family and associates of the person whose personal information I am processing
- The intended recipient where you have asked me to provide a reference
- Education and examining bodies
- Current, past or prospective employers, and/or referees
- Business associates, professional advisers and trade bodies e.g. the Bar Council and Bar Associations or the Inns of Court
- In the event of complaints, the Head of Chambers, other members of chambers who deal with complaints, the Bar Standards Board and the Legal Ombudsman

What data do I process about you?

Depending on the type of work, I collect and process both personal data and special categories of personal data as defined in the UK GDPR. This may include:

- Name
- Email address
- Phone number
- Address
- Payment or bank details
- Date of birth
- Next of kin details
- Details pertaining to education, qualifications and employment
- Information on your background & current circumstances
- Financial information.
- Other personal data relevant to instructions to provide legal services, including data specific to the case or instructions in question.

Where relevant, I may also need to process special category personal data that reveals your:

- Racial or ethnic origin
- Political opinions
- Religious and philosophical beliefs
- Trade union membership
- Genetic data
- Biometric data for the purpose of uniquely identifying a natural person
- Data concerning health
- Sex life and sexual orientation.

On occasion, I may also process personal data relating to criminal convictions, cautions, and offences.

Purposes:

I record, store and use your personal information for the following purposes:

- To check for actual or potential conflicts of interest in connection with actual or potential cases or instructions;
- Provide legal advice and representation;
- Assist in training other barristers, pupils and mini pupils;
- Investigate and address your concerns;
- Communicate with you about news, updates and events;
- Investigate or address legal proceedings relating to your use of my services, or as otherwise allowed by applicable law;
- Assist in any tendering or panel membership applications;
- Assist in any other applications for the purpose of professional development or career progression this could include marketing and advertising such as legal directories;
- Communicate legal updates and judgments to other legal professionals;
- For promoting and marketing purposes;
- For the management and administration of my practice;
- To keep accounting and professional records;
- To participate in the operation and management of professional organisations;
- To recover debt;
- To manage complaints with regulators;
- Communications with regulators;
- Where relevant to conduct anti money laundering, terrorist financing or conflict of interest checks;
- To participate in the operation and management of chambers, the assessment, recruitment, supervision and mentoring of staff, mini pupils, pupils and tenants; and
- To respond to requests for references.

My lawful basis for processing your information

If I have been instructed by you or on your behalf, if you have asked for a reference or if you have applied to be or are a tenant, mini-pupil, pupil or staff member or clerk in chambers, your personal information may be provided to enable me to:

- Provide you with legal services or a reference
- Participate in the operation and management of chambers, the assessment, recruitment, supervision and mentoring of chambers clerks, staff, mini pupils, pupils and tenants, as well as in delivery of marketing and training.
- Comply with my legal or professional obligations.

- Keep accounting records.

In order that I can provide legal services and representation for you; I must process your personal data. The UK General Data Protection Regulation (the UK GDPR) requires that where I process personal data, I must have a lawful basis for doing so. The lawful bases identified in the UK GDPR that I seek to rely upon are as follows:

- Consent. I am relying on your explicit consent to process your information. You provided this consent when you agreed that I would provide legal services/you applied for pupillage/tenancy or another role within chambers or you asked me to provide a reference. You have the right to withdraw your consent at any time. Where you do so this will not affect the legality of data processing which had taken place prior to your withdrawal of consent.
- If you are a client, the processing may be necessary for the performance of a contract for legal services or in order to take steps at your request prior to entering into a contract.
- I rely on my legitimate interests and/or the legitimate interests of third parties in carrying out the processing for the purposes set out above as a provider of legal services and references when participating in the operations of chambers as above.
- In certain circumstances, the processing may be necessary for the performance of a task in the public interest e.g. if I am assisting a pro bono organisation.
- In certain circumstances, the processing may be necessary in order that I can comply with my legal or professional obligations, including accounting to HMRC, carrying out anti-money laundering or terrorist financing checks, checking for actual or potential conflicts of interests and complying with common law duties of care and other legal or professional obligations and subject access requests.
- The processing may also be necessary when publishing judgments or decisions of courts or tribunals.

Special category processing

The UK GDPR specifies that where I process special category data, I must rely upon certain exemptions in order to do so lawfully. The following exemptions are applicable in my practice:

1. I have your explicit consent to do so; or
2. It is necessary for the exercise or defence of legal claims or judicial acts.

Criminal data processing

On occasion, I process data relating to criminal offences where it is necessary for:

- The purpose of, or in connection with, any legal proceedings.
- The purpose of obtaining legal advice; or
- The purposes of establishing, exercising or defending legal rights
- Where I have your explicit consent to do so.

In the course of processing your information to provide legal services to you or when involved in the operations of chambers, I may share your personal data with:

- Instructing solicitors or other lawyers involved in your case;
- A pupil or mini pupil for the purposes of their training;
- Opposing counsel, for the purposes of resolving the case;
- Another member of the Bar or other legal professional for the purposes of my own training and professional development;
- The members and staff of courts, tribunals and enquires;
- Lay and professional clients and their staff;
- Other legal professionals or experts;
- Witnesses;
- Your associates, family and friends or those of my clients;
- Opposing lay clients;
- My chambers' management, clerks, and staff who provide administrative and IT services for my practice;
- Data processors including email providers and data storage providers;
- Expert witnesses and other witnesses;
- My regulator or professional or legal advisors in the event of a dispute, complaint or other legal matter;
- Head of Chambers or members within my chambers, in the event of a complaint;
- Law enforcement officials, government authorities, or other third parties, to meet any legal obligations;
- Legal directories, for the purpose of professional development and marketing;
- Any relevant panel or tendering committee, for the purpose of professional development;
- Accountants and banking officials;
- Regulators or arbitrators, including the legal ombudsman and bar standards board where complaints or disputes arise;
- Any other party where I ask you for consent, and you consent, to the sharing.
- The general public in relation to the publication of judgments or decisions of courts or tribunals.
- Members of the pupillage or tenancy committees or head of chambers or any other person assisting in the recruitment process where you have applied for pupillage or tenancy in chambers.
- The intended recipient where you have asked me to provide a reference.

I may be required to provide your information to regulators such as the Bar Standards Board, the Legal Ombudsman, the Financial Conduct Authority or the Information Commissioner's Office. In the case of the latter, there is a risk that your information may be lawfully disclosed by that Office for the purpose of other civil or criminal proceedings, without my consent or yours, which includes privileged information. I may also be required to disclose your information to the Police or Intelligence services where required by law or pursuant to a court order, in accordance with my legal or professional obligations.

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 or tribunals outside the EEA, then it may be necessary to transfer some of your personal information to the country outside of the EEA for that purpose. If you are in a country outside the EEA or if the instructions you provide me, come from outside the EEA, then it is inevitable that information will be transferred to those countries. If this applies to you and 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 data protection laws and procedures have been found to provide adequate protection. Most do not. If your information has been 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.

I may transfer your personal information to the following which are located outside the EEA; cloud data storage solutions in order to enable me to store your data and/or backup copies of your data so that I may access them when I need to.

If a judgment or decision of a court or tribunal containing your information is published, this will be published in the world.

Retention

I will normally store your information for 6 years from whichever is the latest of: the date of the last item of work carried out by me on the case; the date on which the time for any appeal expired; the date of the last payment received by me; or the date on which all outstanding payments are written off. I may not store all records related to a case for this period.

Further retention is likely to occur where a longer retention period applies, for example in a case involving a child, the case involved an order which remains effective, the case contains an injunction or undertakings to the court and is subject to a penal notice; or

connected complaint, legal or regulatory proceedings are active or reasonably in prospect. In such circumstances, I will carry out minimisation where possible.

Deletion/destruction/minimisation will be carried out (without further notice) as soon as reasonably practicable after the information is marked for this to be done.

I may store some of your information which I need to carry out conflict checks for the rest of my career as a barrister. However, this is likely to be limited.

I will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as a claim or dispute;
- I am legally required to; or
- There are overriding legitimate business interests to do so.

Where various pleadings and documents have been drafted, they may be retained for learning purposes and legal research.

Your rights

The UK GDPR gives you specific rights in terms of your personal data. For example, you have the right of access to the information I hold and what I use it for and you can ask for a copy of the personal information I hold about you. I may need to ask you to provide other information so that you can be identified, and I can respond to your request.

You can ask me to correct any inaccuracies with the personal data I hold, and you can ask me to stop sending you direct mail or emails or, in some circumstances, ask me to stop processing your details.

Finally, if I do something irregular or improper with your personal data, you can complain to the ICO if you are unhappy with how I have processed your information or dealt with your query. You may also seek compensation for any distress you are caused or loss you have incurred.

You can find out more information from the ICO's website:

http://ico.org.uk/for_the_public/personal_information

Accessing and correcting your information

You may request access to, correction of, or a copy of your information by contacting me via the clerks' email address: clerks@2drj.com. You should include my name in the subject line of that email. You can also write to me at 2 Dr Johnson's Buildings. Temple, London EC4Y 7AY.

I will occasionally update my privacy notice. I will publish the updated notice on my chambers profile on the chambers website.