

PRIVACY NOTICE

Simon Adamyk

Barrister, New Square Chambers

12 New Square, Lincoln's Inn, London WC2A 3SW

1. Introduction and scope

- 1.1 This privacy notice explains how I collect, use, store, disclose and otherwise process your personal data when you instruct me (through a solicitor or other authorised person) to provide legal services. It also explains your rights under data protection law.
- 1.2 I am a practising barrister, a member of the Bar of England and Wales, and regulated by the Bar Standards Board ("**BSB**"). I practise from New Square Chambers but, like all barristers in Chambers, I am a self-employed individual and am the data controller in respect of the personal data that I process in connection with the legal services which I provide. New Square Chambers is a separate data controller in respect of the personal data which it processes for its own purposes. Its privacy policy is available at www.newsquarechambers.co.uk.
- 1.3 References in this notice to the "**UK GDPR**" are to the retained EU law version of the General Data Protection Regulation (EU) 2016/679 as it forms part of the law of England and Wales by virtue of section 3 of the European Union (Withdrawal) Act 2018, as amended. References to the "**DPA 2018**" are to the Data Protection Act 2018.
- 1.4 The terms used in this notice relating to the instructions pursuant to which I am retained are as defined in the Standard Contractual Terms for the Supply of Legal Services by Barristers to Authorised Persons 2020 (the "**Standard Contractual Terms**"), to which all instructions accepted by me are subject.

2. Data controller and contact details

- 2.1 The data controller is Simon Adamyk, a barrister practising from New Square Chambers, 12 New Square, Lincoln's Inn, London WC2A 3SW.
- 2.2 You may contact me in connection with data protection matters at:
 - Email: simon.adamyk@newsquarechambers.co.uk
 - Phone: 020 7419 8000
 - Post: New Square Chambers, 12 New Square, Lincoln's Inn, London WC2A 3SW.
- 2.3 I am not required to appoint a Data Protection Officer under Article 37 of the UK GDPR, and I have not done so. However, you may raise any data protection query or concern using the contact details above.

3. Categories of personal data which I process

3.1 In the course of providing legal services, I may process some or all of the following categories of personal data:

- *Identity and contact data*: name, address, email address, phone number, date of birth and other identifying details of the Lay Client, the Authorised Person, witnesses, opposing parties, experts and other individuals connected with the Case.
- *Case-related data*: the facts, documents, correspondence, pleadings, evidence, court orders and other materials provided to me in the Instructions or generated in the course of the Case, which may include personal data relating to any number of individuals.
- *Financial and billing data*: information necessary for the purposes of billing, fee collection and compliance with anti-money laundering obligations.
- *Special category data*: depending on the nature of the Case, I may process data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health data, data concerning sex life or sexual orientation, genetic data or biometric data. I may also process data relating to criminal convictions and offences, or allegations of criminal activity.

4. Sources of personal data

4.1 I receive personal data primarily from the Authorised Person in the Instructions. I may also receive personal data from:

- the Lay Client directly;
- other parties to proceedings, their legal representatives or the court;
- experts, witnesses, public authorities and other third parties in connection with the Case;
- publicly-available sources, including court records, public registers and published materials; and
- the BSB, the Legal Aid Agency or other regulatory or public bodies.

5. Purposes and lawful bases for processing

5.1 I process personal data for the purposes and on the lawful bases set out in the table below.

Purpose	Lawful basis (Article 6)	Special category condition (Art 9 / Sch 1 DPA 2018)
Providing legal services: advising, drafting, advocacy and related work in connection with the Case	Art. 6(1)(b) : performance of the contract for legal services (the retainer governed by the Standard Contractual Terms) Art. 6(1)(f) : legitimate interests of the Lay Client in obtaining legal advice and representation	Art. 9(2)(f) / Sch. 1 para. 5 DPA 2018 : processing necessary for the purpose of, or in connection with, any legal proceedings, obtaining legal advice, or establishing, exercising or defending legal rights

Communicating with solicitors, the court, opposing parties and other persons in connection with the Case	Art. 6(1)(b): contract performance Art. 6(1)(f): legitimate interests	Art. 9(2)(f) / Sch. 1 para. 5 DPA 2018 (where applicable)
Use of artificial intelligence tools in the provision of legal services (see section 7 below)	Art. 6(1)(f): legitimate interests in the efficient preparation and delivery of legal services	Art. 9(2)(f) / Sch. 1 para. 5 DPA 2018: processing in connection with legal proceedings or legal advice (where applicable)
Compliance with legal and regulatory obligations (including anti-money laundering checks, BSB regulatory requirements, and tax obligations)	Art. 6(1)(c): compliance with a legal obligation	Art. 9(2)(g): substantial public interest Sch. 1 para. 6 DPA 2018: statutory and government purposes
Administration of my practice, including billing, fee collection, conflict checks and file management	Art. 6(1)(b): contract performance Art. 6(1)(f): legitimate interests in the proper administration of my practice	Not ordinarily applicable
Establishing, exercising or defending legal claims (including professional negligence claims and complaints)	Art. 6(1)(f): legitimate interests in the defence of claims and complaints	Art. 9(2)(f) / Sch. 1 para. 5 DPA 2018 (where applicable)

5.2 Where I rely on legitimate interests under Article 6(1)(f), I have conducted a legitimate interests assessment and am satisfied that the processing is necessary for those interests and that those interests are not overridden by the interests, rights or freedoms of the data subjects concerned.

6. Recipients and disclosures of personal data

6.1 I may disclose personal data to the following categories of recipients, to the extent necessary for the purposes set out in section 5:

- the Authorised Person (solicitor or other authorised person) and, where appropriate, the Lay Client;
- the court or tribunal and any relevant judicial or quasi-judicial body;
- opposing parties, their legal representatives and other parties to proceedings;
- other barristers in Chambers, including pupils and/or mini-pupils, to the extent permitted by clause 5.3 of the Standard Contractual Terms;
- experts, witnesses and other persons from whom evidence or information is required;
- the BSB, the Legal Ombudsman, HMRC and other regulatory, fiscal or public authorities;
- Chambers' clerks and administrative staff, to the extent necessary for the management of my practice;

- IT service providers engaged by Chambers (who are subject to appropriate contractual obligations of confidence and data protection); and
- providers of artificial intelligence tools used in connection with the provision of legal services (see section 7 below).

6.2 All disclosures are made subject to my overriding duty of confidentiality under Core Duty 6 and Rules rC15 and rC15A of the BSB Handbook. I will not disclose confidential information except in the circumstances permitted by clause 5 of the Standard Contractual Terms.

7. Use of artificial intelligence tools

7.1 *General.* In the course of providing legal services, I may use artificial intelligence (“AI”) tools to assist with tasks such as legal research, analysis, drafting and document review. The use of such tools is at my professional discretion and does not replace the exercise of my own independent professional judgement. I remain personally responsible for the quality and accuracy of my work.

7.2 *Current AI tool.* I currently use Claude, a service provided by Anthropic Ireland Limited (registered address: 6th Floor, South Bank House, Barrow Street, Dublin 4, D04 TR29, Ireland) (“**Anthropic**”). I use either the Claude Pro or Claude Max plans.

7.3 *Controller status of the AI provider.* When personal data is inputted into Claude Pro or Claude Max, Anthropic acts as an independent data controller in respect of that data, not as a data processor acting on my instructions. This means that Anthropic determines its own purposes and means of processing the data inputted, subject to its published privacy policy (available at www.anthropic.com/legal/privacy). Because Anthropic is an independent controller, there is no data processing agreement between Anthropic and me under Article 28 of the UK GDPR. Instead, the processing by Anthropic is governed by its own privacy policy and its terms of service.

7.4 *Safeguards I apply.* I have taken the following steps to mitigate any data protection risks arising from the use of this tool:

- *Model training opt-out:* I have disabled the option for Anthropic to use my inputs and outputs to train its AI models. Anthropic’s privacy policy confirms that, where a user opts out, inputs and outputs will not be used for model training, subject to two exceptions: (a) where conversations are flagged for safety review in order to detect and enforce violations of Anthropic’s usage policy; and (b) where the user explicitly provides materials via feedback mechanisms.
- *No feedback:* I do not provide feedback on AI outputs (which would otherwise cause the conversation to be stored by Anthropic for model improvement purposes).
- *Data minimisation:* Where practicable, I anonymise or pseudonymise personal data before inputting it into the AI tool.
- *No automated decision-making:* The AI tool is used as an assistive resource only. All outputs are reviewed and verified by me before being relied upon. No decisions with legal effects are taken solely on the basis of AI-generated output.

- *Confidentiality:* I exercise professional judgement as to whether the nature and sensitivity of the material in any particular instruction is such that AI tools should not be used at all. For highly-sensitive matters involving special category data that cannot practicably be anonymised, I may determine that AI assistance is not appropriate.

7.5 *Safety review carve-out.* Anthropic reserves the right to use or analyse conversation data where it is flagged for safety review. This means that, in limited circumstances, conversation data containing personal data may be processed by Anthropic for the purpose of detecting and enforcing its usage policy, including for the training of internal safety models. I have no control over, or visibility of, when this mechanism is activated.

7.6 *International data transfers.* When personal data is inputted into Claude Pro or Claude Max, it may be transferred to, and processed on, servers located in the USA or elsewhere. Anthropic states in its privacy policy that it relies on adequacy decisions (or equivalent decisions under other laws) or standard contractual clauses (or their approved equivalent for the UK) for transfers outside the EEA and UK.

7.7 *Retention by the AI provider.* Anthropic retains conversation data for a period described in its privacy policy. Individual conversations can be deleted, with removal from Anthropic's back-end systems stated to occur within 30 days of deletion. I delete conversations containing client data after the relevant work is complete. Data that has been processed under the safety review mechanism may, however, be retained by Anthropic in de-identified form.

7.8 *Review.* I keep my use of AI tools under review. In the event that I change AI provider or materially alter the basis on which AI tools are used, this privacy notice will be updated accordingly.

8. International transfers of personal data

8.1 Save as described in section 7.6 above in relation to AI tools, I do not routinely transfer personal data outside the UK. Where an international transfer is necessary in connection with a particular Case (for example, where proceedings have a cross-border element), I seek to ensure that an appropriate safeguard under Chapter V of the UK GDPR is in place, such as standard contractual clauses or reliance on an adequacy decision.

9. Retention of personal data

9.1 I retain personal data in connection with a Case for the periods set out below:

- *Case files and instructions:* for a period of 7 years from the conclusion of the Case (or, where the Case involves a minor, until 7 years after the minor attains the age of 18, if later). This period is consistent with the limitation periods applicable to professional negligence and contractual claims, and with the BSB's expectations regarding record-keeping.

- *Financial and billing records*: for a period of 7 years from the date of the relevant transaction, consistent with HMRC requirements.
- *Anti-money laundering records*: for a period of 5 years from the conclusion of the business relationship or the completion of an occasional transaction, in accordance with Regulation 40 of the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.
- *Regulatory correspondence*: for such period as may be required by the BSB or other regulatory body.

9.2 At the expiry of the applicable retention period, personal data will be securely destroyed or permanently anonymised, unless I am required by law or regulation to retain it for a longer period.

10. Your rights

10.1 Under the UK GDPR, you have the following rights in respect of your personal data (subject in each case to the applicable conditions and exemptions under the UK GDPR and the DPA 2018):

- *Right of access (Article 15)*: the right to obtain confirmation of whether I process your personal data and, if so, to obtain a copy of that data together with certain supplementary information.
- *Right to rectification (Article 16)*: the right to require me to correct inaccurate personal data and to complete incomplete personal data.
- *Right to erasure (Article 17)*: the right to require me to erase your personal data in certain circumstances. Please note that this right is subject to significant limitations where the processing is necessary for the establishment, exercise or defence of legal claims, or for compliance with a legal obligation.
- *Right to restriction of processing (Article 18)*: the right to require me to restrict the processing of your personal data in certain circumstances.
- *Right to data portability (Article 20)*: the right to receive your personal data in a structured, commonly-used and machine-readable format in certain circumstances.
- *Right to object (Article 21)*: the right to object to the processing of your personal data where I rely on legitimate interests as the lawful basis. Where you exercise this right, I will cease the processing unless I demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is necessary for the establishment, exercise or defence of legal claims.
- *Rights in relation to automated decision-making (Article 22)*: I do not carry out solely automated decision-making (including profiling) which produces legal effects or similarly significantly affects you.

10.2 *Exemptions*. The DPA 2018 provides a number of exemptions from data subject rights which may be relevant in the context of legal proceedings. In particular:

- *Legal professional privilege*: under paragraph 19 of Schedule 2 to the DPA 2018, personal data is exempt from the right of subject access (and certain other provisions) to the extent that complying with a request would involve disclosing

information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

- *Legal proceedings*: under paragraph 20 of Schedule 2, personal data is exempt from certain provisions to the extent that compliance would prejudice the proper discharge of judicial functions or the ability of any person to bring or defend legal proceedings.

10.3 *Exercising your rights*. To exercise any of these rights, please contact me using the details in section 2 above. If you are a Lay Client who has instructed me through a solicitor or other authorised person, I may direct your request to your solicitor or other authorised person in the first instance. I will respond to your request within one month, unless the request is complex or I have received a large number of requests, in which case the period may be extended by a further two months in accordance with Article 12(3) of the UK GDPR.

11. Appropriate policy document (Schedule 1, DPA 2018)

11.1 Where I process special category data or criminal offence data in reliance on a condition in Schedule 1 to the DPA 2018, I do so in accordance with an appropriate policy document as required by paragraph 39 of Schedule 1. That document explains my procedures for securing compliance with the data protection principles in Article 5 of the UK GDPR and my retention and erasure policies for such data. A copy is available on request.

12. Confidentiality

12.1 This privacy notice is without prejudice to, and does not limit, my duty of confidentiality owed to clients under Core Duty 6 and Rules rC15 and rC15A of the BSB Handbook, clause 5 of the Standard Contractual Terms, and the general law.

13. Complaints

13.1 If you are dissatisfied with any aspect of my processing of your personal data, I encourage you to raise the matter with me in the first instance using the contact details in section 2.

13.2 You also have the right to raise a complaint through the Chambers complaints policy, which can be found on the Chambers website at www.newsquarechambers.co.uk.

13.3 You also have the right to raise a complaint with the Information Commissioner's Office, whose details are as follows:

- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
- Phone: 0303 123 1113
- Website: ico.org.uk.

14. Changes to this privacy notice

14.1 I may update this privacy notice from time to time. The current version will be available from my Chambers' profile page or on request.

15. Governing law

15.1 This privacy notice is governed by and is to be construed in accordance with the laws of England and Wales.

Simon Adamyk
New Square Chambers
22 April 2026