

## Level Twenty Seven Data Privacy Notice

### 1. Level Twenty Seven Chambers and the *Privacy Act 1988* (Cth)

- 1.1 This notice applies to data collected for and on behalf of Level 27 Pty Ltd as operator of Level Twenty Seven Chambers and does not apply to data collected by individual barrister members in the course of their practice as a barrister.
- 1.2 The staff and barrister members of Level Twenty Seven Chambers are committed to respecting your privacy and protecting confidential and privileged information. We take our obligations in relation to personal data seriously.
- 1.3 This notice explains how we collect your personal data, who we share this information with, and how to contact us if you have a complaint.

### 2. Explanation of terms used in this Notice

- 2.1 '**Personal data**' means information relating to an identified or identifiable person. Information or opinions are not personal information where they cannot be linked to a particular individual.
- 2.2 A 'Member of Chambers' ('**Member**') is a barrister practising in the set of Chambers currently known as Level Twenty Seven Chambers ('**Chambers**') and contributing to the collective expenses of Chambers.
- 2.3 Level 27 Pty Ltd ('**the Company**') operates Chambers in providing Members with a place of work, employing staff, procuring the supply of utilities, goods and services as may be required for the functioning of Chambers, in providing the facilities and services referred to in paragraph 3.1 below, and in organising events, activities and making communications for the benefit of Chambers ('**the services**'). A reference herein to '**we, us or our**' is a reference to the Company.
- 2.4 By a '**data controller**' we mean the person or body which determines the purposes and means of the processing of personal data. The Company employs staff to assist Members in conducting their practices and to deal with the administration of Chambers. The Company is the data controller for data that is processed for the purposes of administering Chambers. Each Member collects personal data for the purpose of performing their services and as such is a separate data controller responsible for his or her own compliance with data protection law. The fulfilment of those obligations is not dealt with in this document.
- 2.5 By a '**data processor**' we mean a person who processes data on behalf of a data controller. While data processors hold and process data, they do not have any responsibility or control over that data.

### **3. Processing of personal data by the Company**

- 3.1 Facilities such as diary and practice management software, document reproduction, internet and communications are provided by the Company for the efficient and effective administration of Chambers and for the Members to perform their services.
- 3.2 The Company is a data controller in respect of personal data relating to Chambers' administration.
- 3.3 The personal data processed by us concerns people who engage or appoint our Members or make enquiries about their professional services, people involved in legal matters, visitors to chambers, present, past and prospective readers, applicants for work experience, research assistants, staff and Members, suppliers, lawyers, judges, arbitrators and court and arbitral institution employees, and tribunal secretaries. Chambers also collects information from the forms completed on our website such as for seminar registration.
- 3.4 We have appointed Tamara McCombe as Chambers' Data Protection Officer. She is contactable regarding all matters concerning our processing of personal data.
- 3.5 We will not keep personal data longer than we think is necessary. In determining how long we retain your information we take in to consideration the following criteria: our legal obligations, claim limitation periods, good industry practice, the guidance of relevant Australian authorities and bodies, as well as tax, accounting, health and safety, and employment rules, guidance and practice.
- 3.6 We may receive personal data about you from sources other than directly from you. Such sources may include solicitors undertaking conflict checks or other barristers participating in a case in which you are involved, witnesses, and sources available over the internet including social media such as LinkedIn, Facebook, Twitter and Instagram.
- 3.7 We use cookies on our website which are necessary for the website to function properly. If you use Chambers' website or Chambers' IT systems we may automatically collect the following information:
  - a) technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, location, device type, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform, and service provider;
  - b) information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), items you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction

information (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to call us.

- 3.8 If you are a visitor to Chambers or attending a conference, mediation or seminar, we may for security purposes keep records of who you are, when you visit, and who you are visiting. We may keep all of that information, and share it with the police and our insurers if it is necessary to do so for the purposes of an ongoing criminal or insurance investigation.

#### **4. Sharing your personal data**

- 4.1 Where necessary for professional reasons or because we are legally required to do so, we share personal data with others including regulators, courts, tribunals, arbitrators, and arbitral institutions.
- 4.2 We use some third party data processors such as IT service and support companies to help us provide our legal services. We have contracts in place with them which mean that they cannot do anything with your personal data unless we have instructed them to do it. A list of these third parties can be provided on request.

#### **5. How your personal data is used**

- 5.1 If you provide us with your name, contact details or professional interests, we may use the data for the purposes of marketing the services of barristers practising at Chambers. We send marketing communications to those who have either:
- a) consented to the processing of their personal data for such purposes; or
  - b) provided their details in the course of the sale or negotiations for the sale of services and we believe the communication is of a similar nature to a previous enquiry made by them and we deem the marketing communication to be of legitimate interest.
- 5.2 The Company may also contact you with notifications regarding changes to our services.
- 5.3 If at any time you do not wish to receive notifications regarding publications or events from us please contact our Data Protection Officer who will update our records immediately.

#### **6. How we protect personal data**

- 6.1 The data we collect from you will be stored on our computers and servers or those of our service providers.
- 6.2 We will take all reasonable steps to ensure that all personal data we hold is secure from any unauthorised access, misuse or disclosure. However, we do

not guarantee that personal data cannot be accessed by an unauthorised person (e.g. a hacker) or that unauthorised disclosures will not occur.

- 6.3 We do not disclose personal data to overseas recipients, apart from:
- a) in accordance with your instructions; and
  - b) to the extent that we use software providers, such as Microsoft, that store data on servers located overseas.
- 6.4 We may take data outside of Australia to the extent necessary for Members to perform legal services you have requested.

## **7. Your rights**

- 7.1 It is important that the data we hold about individuals is up-to-date. Individuals should contact us if their personal data changes.
- 7.2 You have a right to access the personal data we hold about you. Your rights include:
- a) asking us for access to the data we hold about you and for information as to the purposes for which we process the data;
  - b) asking us not to process your personal data for direct marketing, even if you have previously provided consent;
  - c) if our processing is based on your consent, the right to withdraw any consent you may have given for our processing of your data – if you exercise this right, we will be required to stop such processing if consent is the sole lawful ground on which we are processing that data;
  - d) asking us to rectify any data that we hold about you that is inaccurate or incomplete;
  - e) asking us to delete your data in certain circumstances;
  - f) asking us to restrict our processing of your data in certain circumstances;
  - g) objecting to our processing of your data in certain circumstances;
  - h) in certain circumstances, the right to require us to give you the data we hold about you in a structured, commonly used and machine-readable format so that you can provide the data to another data controller;
  - i) requesting information as to the recipients or categories of recipients to whom the data has or will be disclosed;
  - j) information as to the envisaged period for which we will store the data, or if the basis on which that period will be determined;
  - k) requesting a copy of the data (further copies are available at a reasonable charge, which we will inform you of should you request further copies). Please note that this right is subject to the rights of others in relation to their own personal data, meaning that we cannot disclose data to you if it would involve disclosing data about someone else.

We will grant an individual access to their personal information as soon as possible, subject to the request's circumstances.

- 7.3 You can exercise any of the rights set out above, free of charge, by using any applicable methods set out in our communications with you, or by contacting us using the methods set out on [our website](#).
- 7.4 In respect of most of the rights referred to above, your rights may be qualified by The Act, for example where our processing of data is for the purposes of the establishment, exercise or defence of legal claims or where privilege applies. We may therefore not be able or required to fulfil your request, but we will discuss this with you following your request if necessary. Also, we may need more information from you, which we will ask you for following your request. We may ask you to provide further information in order to confirm your identity.

## **8. Changes to our privacy policy**

We may update, modify or remove this policy at any time without prior notice. Any updates will be posted on this page which we recommend you refer back to regularly.

## **9. Who to contact**

Data Protection Officer: Tamara McCombe

Telephone: +61 7 3008 3927

Email: [tamara.mccombe@qldbar.asn.au](mailto:tamara.mccombe@qldbar.asn.au)

Postal address: Level 27, 239 George Street, Brisbane, 4000