

Recruitment Privacy Notice

12 King's Bench Chambers holds and processes information, relating to individuals who are applying to work for or with us (for instance, employees, self-employed freelancers, Barristers, pupils etc.) and the data we process as part of those processes.

This Privacy Notice deals with our use of your personal data for the following recruitment purposes:

- To assess your suitability for any position for which you may apply for at Chambers, including applications that we receive online, via email or by hard copy or in person.
- To review Chambers' equal opportunities profile in accordance with the requirements of the Bar Council Guidance. All recruitment decisions are made entirely on merit.

In brief, this Privacy Notice explains:

- what personal data we hold and why we process it;
- the legal grounds which allow us to process your personal data;
- where the data comes from, who gets to see it and how long we keep it;
- how to access your personal data and other rights; and
- how to contact us.

What is our legal basis?

Where we use your personal information in connection with recruitment, it will be in connection with us taking steps at your request to enter a contract we may have with you or it is in our legitimate interest to use personal information in such a way to ensure that we can make the best recruitment decisions for Chambers.

We will not process any sensitive data i.e. racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation, sex life, trade union membership and genetic and biometric data, and data relating to criminal convictions and offences, except where we are able to do so under applicable legislation or with your explicit consent.

Personal data – what we hold and why we process it

We process data for the purposes of our business including recruitment, management, administrative, employment/engagement and legal purposes.

Where the data comes from and who gets to see it

Some of the personal data that we process about you comes from you. For example, you tell us your contact details and work history. If you are joining us, you may provide your banking details.

Other personal data may come from third parties such as recruiters acting on your behalf or from your references.

Your personal data will be seen internally by Head of Chambers, Director of Clerking, other Senior Members of Chambers and Managers, and, in some circumstances (if you join us) by colleagues or members of Chambers. We will, where necessary and as set out in this privacy

notice, also pass your data outside the organisation, for example to people you are dealing with and payroll agencies.

How long do we keep your personal data?

We do not keep your personal data for any specific period, but will not keep it for longer than is necessary for our purposes. In general, if you become employed by or engaged with us, we will keep your personal data for the duration of that relationship and for a period afterwards. If you are unsuccessful in your application, we will likely keep your personal data for a short period after informing you that you were unsuccessful. For a copy Chambers Retention and Disposal Policy please contact Nimisha Patel, Head of HR, Administration and Compliance at patel@12kbw.co.uk

Transfer of data outside the EEA

Please note that Chambers does not transfer data outside of the EEA for marketing purposes. In the event there is a requirement to transfer data outside of the EEA from time to time, we will take all necessary steps to ensure the data is afforded the same safeguards and controls as those applied within the EEA.

Your data rights

You have a right to make a subject access request to receive information about the data that we process about you. Further information on this can be obtained by contacting Nimisha Patel, Head of HR, Administration and Compliance at patel@12kbw.co.uk

Contact details

In processing your personal data, we act as a data controller. Our contact details are as follows:

Oliver Parkhouse, Director of Clerking: parkhouse@12kbw.co.uk

Status of this notice

This notice does not form part of any relevant contract we have with you and does not create contractual rights or obligations. It may be amended by us at any time.

Where the data comes from

When you apply to work for or with us, the initial data about you that we process is likely to come from you: for example, contact details, bank details and information on your immigration status and whether you can lawfully work. Where necessary and in accordance with this privacy notice, we will require references and information to carry out background checks. If you have concerns about this in a particular context, you should speak to your recruiter or the Chambers Director.

Please note we may also receive data from third party recruiters, agents and similar organisations (for instance the Pupillage Gateway) as a part of the recruitment process.