

## **12 KBW PRIVACY NOTICE FOR PUPILLAGE & TENANCY APPLICATIONS**

All Members of 12KBW (“Chambers”) are joint data controllers for the purposes of processing pupillage and tenancy data.

To view a list of our Members on our website, where the contact details for each of them are available, please click [here](#).

This Notice applies in relation to any application for a pupillage, mini-pupillage, work shadowing, tenancy or door tenancy at Chambers. The General Data Protection Regulation (the “GDPR”) requires us to provide this notice to you.

### **COLLECTION OF PERSONAL DATA**

Personal data processed and collected by us includes:

- a. personal data collected during the application process or during the course of work shadowing, mini-pupillage or pupillage, or from any further correspondence by phone, email or otherwise;
- b. personal data collected to enable us to process a Pupillage award or New Tenant loan;
- c. personal data received via the Bar Council Pupillage Gateway or any other centralized application process;
- d. personal data collected in the course of taking references in support of an application.

The personal data collected includes any personal details including name, address, contact details, education and training, employment, right to work in the UK and financial information where relevant.

Sensitive personal data collected with your consent includes information about medical or health conditions, including whether or not you have a disability for which Chambers needs to make reasonable adjustments; and equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief. You are entirely

free to decide whether or not to provide such data and there are no consequences of choosing not to.

### **WHY WE PROCESS PERSONAL DATA**

We need to process personal data:

- a. to consider and process the application;
- b. to comply with our legal obligations, e.g. to check a potential tenants right to work in the UK, to comply with money laundering regulations and to deduct tax where relevant;
- c. to pursue a legitimate interest, e.g. to assess performance, make a decision on the application, take a reference and protect against a legal claim; and
- d. to process special categories of personal data with the data subjects explicit consent e.g. the Equality & Diversity questionnaire and where specific medical and health information has been disclosed to enable us to make reasonable adjustments.

### **SHARING OF YOUR INFORMATION**

Personal Data collected may be shared with:

- a. the Head of Chambers. Pupillage Secretary, Management Committee, other Members of Chambers and the Director of Clerking;
- b. solicitors & other third parties where necessary e.g. event attendance lists;
- c. professional regulatory bodies, such as the Bar Standards Board and the Bar Council;
- d. third parties when taking or providing references.

In addition, the names of pupils and mini-pupils may be shared with other pupils and mini pupils.

### **TRANSFER OF DATA OUTSIDE OF 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.

## **DATA RETENTION**

Your personal data will only be retained for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting, or reporting requirements.

- Tenancy applicant data is retained for a period of not more than 3 years from the date of the determination of the application.
- Personal Data in relation to applications for Pupillage, mini-pupillage and work shadowing for will be retained for 6 months after the final determination of the application.

After which we will securely destroy your personal data, with the following exceptions:

- a. if a tenancy/door tenancy is agreed, personal data required to support the tenancy will be retained for the duration of your tenancy;
- b. financial information relating to payment of Pupillage awards and New Tenant loans will be kept for the current financial year plus 6 years for HMRC.

The Equality & Diversity Questionnaires are destroyed once the data has been transferred to the anonymised statistical returns for the BSB.

## **YOUR RIGHTS**

You have the right to object to the processing of your personal data for the purposes referred to in this notice; however, this will prevent us from considering your application.

You also have the right to request a copy of, deletion of or correction of, your personal data, to do so, please email [patel@12kbw.co.uk](mailto:patel@12kbw.co.uk); however the deletion of your personal data will also prevent us from considering your application.

Full details of these rights are set out in Articles 15 to 21 of the GDPR.

You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>.

#### **CHANGES TO OUR PRIVACY POLICY**

Any changes we make to our privacy policy in the future will be posted on our website.

#### **CONTACT**

Questions, comments and requests regarding this privacy policy should be addressed to [patel@12kbw.co.uk](mailto:patel@12kbw.co.uk)

