

14th November 2014

STAPLE INN CHAMBERS

DIVERSITY DATA POLICY

This is the Diversity Data Policy for Staple Inn Chambers which is established in accordance with [paragraphs 408.2 (k)- (u) of] the Bar Standard Board Code. This policy is effective as of 14th November 2014.

(1)The name of the registered Data Controller for Staple Inn Chambers is Hugh D’Aguilar and the Data Controller’s registration number on the Data Protection Register is Z2234812.

(2)The name of the Diversity Data Officer is Hugh D’Aguilar. The name of the Diversity Data Officer shall be provided to the BSB.

(3)Collection of Diversity Data:

Members of Chambers, the clerking team and pupils are to be given the opportunity to provide their Diversity Data for collection in accordance with the requirements set out in the Bar Handbook. The Diversity Data Officer shall be responsible for arranging and supervising the collection of Diversity Data.

(4)Why Diversity Data is collected:

Individuals have the opportunity to provide their Diversity Data in order for Staple Inn Chambers to publish an anonymous summary of the Diversity Data. This provides transparency concerning recruitment and employment activities and aims to encourage an independent, strong, diverse and effective legal profession. Please note that individuals are not required to provide Diversity Data. Individuals are free to choose whether or not they wish to provide all, some or none of the Diversity Data. The Diversity Data results will be anonymously shown by way of a graph on Staple Inn Chambers Web site as appropriate.

(5)How Diversity Data is collected:

There is a two stage process to the collection and consideration of Diversity Data.

Firstly the issue of whether an individual consents to the collection of such data is considered. In order to ascertain whether or not this consent is given, a Diversity Data Consent Form will be placed in the pigeon hole of members of Chambers and pupils. The clerking team will be given the form directly. The Diversity Data Consent Form is to be considered and completed in accordance with the options provided on

the Diversity Data Consent Form and placed in the pigeon hole of the designated Diversity Data Officer by the relevant time and stated date on the form.

At the same time, a Data Monitoring Questionnaire will be placed in the pigeon hole of members of Chambers and pupils. The clerking team will be given the form directly. If individuals consent to the collection of Diversity Data then they should proceed to complete the Data Monitoring Questionnaire. The Data Monitoring Questionnaire, once completed, should be placed in the pigeon hole of the designated Diversity Data Officer by the relevant time and stated date on the covering letter attached to the form.

(6) Keeping Diversity Data secure

All Diversity Data that is collected from individuals will be kept securely by a senior member of the clerking team. The Data Diversity Officer will reduce the information to charts and/or graphs which will be stored on to a USB so that the data can be held in a secure safe. The hard copies of the Diversity Data Consent Form and the Data Monitoring Form will be destroyed by incineration.

Staple Inn Chambers and in particular the Diversity Data Officer will not share Diversity Data with any third parties, save as set out in paragraph 4 above.

Should anyone access or disclose Diversity Data accidentally or intentionally when they are not authorised to do so, they must notify the Diversity Data Officer immediately. Failure to do so may amount to misconduct and result in disciplinary proceedings before Staple Inn Chambers' Disciplinary Committee or the Bar Standards Board.

(7) Anonymous Diversity Data

Staple Inn Chambers is required to anonymise Diversity Data before publishing it in summary form.

(8) Publication of the summary of Diversity Data

Staple Inn Chambers is required to publish Diversity Data in an anonymous summary format within the three (3) month period following the date for collection specified by the Bar Standards Board. The summary will break down the information in a way which categorises each diversity characteristic against job status and role, in a manner which reflects seniority within Staple Inn Chambers. The summary will be set out as stated in paragraph four above.

Diversity Data relating to sexual orientation and religion or belief will be included in the summary format for publication.

Where there are fewer than 10 (ten) individuals within each published category who identify through the questionnaire with the same diversity characteristic (for example, 4 (four) individuals with a job role at the same level of seniority identify themselves as disabled), Staple Inn Chambers shall not publish the anonymous data relating to those individuals and that diversity characteristic unless the individuals concerned

have each consented to such publication, in the knowledge that they may be identified against that characteristic.

(9) Destruction of Diversity Data

Staple Inn Chambers shall securely destroy the Diversity Data collected promptly after the Diversity Data has been anonymised and in any event within 3 (three) months following the date for collection specified by the Bar Standards Board. Secure destruction means that as far as possible we shall not hold the Diversity Data in any way where it is possible to identify an individual. In practice the data will be destroyed in the manner described in paragraph six above. Anonymous data will be kept for 12 months before being destroyed as above.

(10) Questions or complaints

Individuals have a right to withdraw their consent or object to the use of their Diversity Data at any time.

Where your data has already been provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer in writing. He/she will promptly delete or destroy any Diversity Data which includes your personal data and will confirm to you that this step has been taken within 21 days of receiving notification from you.

Where the anonymous data has been published in summary form, the Diversity Data Officer will not extract your personal data from the published summary unless you have reason to believe that continued publication of the anonymous data is causing or is likely to cause you or someone else substantial damage or distress. In such circumstances, the Diversity Data Officer will consider the reasons you have put forward and shall respond within 21 days from the date you notify him/her of your belief to let you know whether he/she has determined that the continued publication of the data is justified and if not, to confirm the action taken to extract your data from the published summary and to delete or destroy any copies.