

Bedford Row Chambers Ltd (Chambers) is committed to maintaining the accuracy, confidentiality and security of your personal information. This Privacy Notice describes the personal information that Chambers collects from or about you, and how we use and to whom we disclose that information.

The controller of your personal information will be Bedford Row Chambers Ltd.

## **What Personal Information Do We Collect?**

We will collect and maintain personal information about you when you apply for mini-pupillage and throughout your time with Chambers, including:

- name, contact details, date of birth and marital status;
- CVs and application forms;
- photographs and videos;
- policy acknowledgement sign-off sheets;
- health information;
- beneficiary and emergency contact information; and
- any other information necessary for Chambers' business purposes.

Chambers usually collects personal information directly from you. In most circumstances where the personal information that we collect about you is held by a third party we will obtain your permission before we seek out this information from such sources (such permission may be given directly by you, or implied from your actions). An example of this would be a reference.

From time to time, we may use the services of third parties and may also receive personal information collected by those third parties in the course of the performance of their services for us. In that case, we will take reasonable steps to ensure that such third parties have represented to us that they have the right to disclose your personal information to us.

Where permitted or required by applicable law or regulatory requirements, we may collect information about you without your knowledge or consent.

## **Why Do We Collect Personal Information?**

The personal information we collect is used and disclosed for Chambers' business purposes, including establishing, managing or terminating your mini-pupillage with Chambers. Such uses include:

- determining eligibility for mini-pupillage, including the verification of references and qualifications;
- gathering evidence for disciplinary action, or termination;
- establishing a contact point in the event of an emergency (such as next of kin);
- complying with applicable legislation;
- ensuring the security of company-held information; and
- such other purposes as are reasonably required by Chambers.

We will only use your personal information where it is lawful and fair to do so because:

- It is necessary to enter into, or perform, a contract with you;
- It is necessary for the purposes of our legitimate interests, i.e. to enable us to facilitate your mini-pupillage in Chambers.
- It is necessary for compliance with a legal obligation to which Chambers is subject;
- It is necessary in order to protect your vital interests or those of another person in an emergency;
- It is necessary for the purposes of carrying out our obligations and exercising specific rights of you or Chambers in the field of employment and social security.

## **CCTV**

Some areas of our premises are equipped with CCTV for the protection of our clients, barristers and employees, and to protect against theft, vandalism and damage to Chambers' goods and property. Generally, recorded images are routinely destroyed and not shared with third parties unless there is suspicion of a crime, in which case they may be turned over to the police or other appropriate government agency or authority. This is not meant to suggest that mini-pupils will in fact be monitored or their actions subject to constant surveillance. It is meant to bring to your attention the fact that such monitoring may occur.

### **Monitoring**

The work output of mini-pupils, whether in paper record, computer files, or in any other storage format belongs to the barrister supervising you. That work output, and the tools used to generate that work output, are always subject to review and monitoring by that barrister and by Chambers. In the course of conducting our business, we may monitor your activities and our premises and property. For example, some areas of our premises are equipped with CCTV.

This section is not meant to suggest that all pupils will in fact be monitored or their actions subject to constant surveillance. It is meant to bring to your attention the fact that such monitoring may occur and may result in the collection of personal information from employees (e.g. through their use of our resources). When using Chambers equipment or resources pupils should not have any expectation of privacy with respect to their use of such equipment or resources.

### **When Do We Disclose Your Personal Information?**

We may share your personal information with our employees, members, contractors, consultants and other parties who require such information to assist us with establishing, managing or terminating our relationship with you, including: parties that provide products or services to us or on our behalf and parties that collaborate with us in the provision of products or services to you. An example of this is our IT service provider.

Also, your personal information may be disclosed:

- as permitted or required by applicable law or regulatory requirements. In such a case, we will not disclose more personal information than is required under the circumstances;
- to comply with valid legal processes such as search warrants, subpoenas or Court orders;
- as part of Chambers' regular reporting activities;
- to protect the rights and property of Chambers;
- during emergency situations or where necessary to protect the safety of a person or group of persons;
- where the personal information is publicly available; or
- with your consent where such consent is required by law.

### **How is Your Personal Information Protected?**

Chambers endeavours to maintain physical, technical and procedural safeguards that are appropriate to the sensitivity of the personal information in question. These safeguards are designed to protect your personal information from loss and unauthorized access, copying, use, modification or disclosure.

### **How Long is Your Personal Information Retained?**

Except as otherwise permitted or required by applicable law or regulatory requirements, Chambers will retain your personal information only for as long as it believes is necessary to fulfil the purposes for which the personal information was collected. We may, instead of destroying or erasing your personal information, make it anonymous such that it cannot be associated with or tracked back to you. In most cases your data will be deleted 1 year after you have applied for a mini-pupillage.

### **Your Legal Rights**

Data protection legislation provides you with certain rights. These are not absolute rights. These rights include your right to:

- request access to your personal information. Such a request should be made in writing to the contact details at the bottom of this document;
- ask us to correct any information that we hold about you which is incorrect, incomplete or inaccurate;
- ask us to erase your personal information where there is no compelling reason for us to continue to hold it;

- ask us to restrict processing of your information;
- ask us to transfer your personal information to another person or organisation;
- right to object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- to make a complaint to the Information Commissioner's Office, the UK supervisory authority for data protection issues.

Any questions you may have regarding the processing of your personal information should be sent to our Chair of the Data Protection Committee at 29 Bedford Row, London, WC1R 4HE or at [dataprotection@29br.co.uk](mailto:dataprotection@29br.co.uk).