

Privacy Notice:

Applicable to Employees

- 1 This privacy notice contains details of information collected, stored and otherwise processed about you. It also tells you who Chambers shares this information with, the security mechanisms Chambers has put in place to protect your information and whom to contact if you need further information.

- 2 Devereux Chambers Services Limited is the “Data Controller for the purposes of the GDPR and the Data Protection Act,” responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

- 3 This notice applies to current and former employees, workers and contractors. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy as soon as reasonably practical.

- 4 You should read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

Data Protection Principles

- 5 We will comply with data protection law, which requires that the personal information we hold about you must be:
 - Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes we have told you about and limited only to those

purposes.

- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Personal information

6 Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

7 There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

8 We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth, gender, marital status, next of kin and emergency contact information
- National Insurance number, bank account details, payroll records and tax status information, salary, annual leave, pension and benefits information
- Start date and, if different, the date of your continuous employment, Leaving date and your reason for leaving
- Location of employment or workplace
- Copy of Passport
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as

part of the application process)

- Employment records (including job titles, work history, working hours, holidays, training records and professional memberships)
- Compensation history, performance information, disciplinary and grievance information
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of our information and communications systems
- Photographs
- Results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied
- Education, training and employment details
- Recruitment information (references and other information included in a CV or cover letter or as part of the application process)

9 We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including any medical condition, health and sickness records, including:
 - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave; and
 - where you leave employment and the reason for leaving is related to your health, information about that condition needed for pensions purposes.

How is your personal information collected?

10 We collect personal information about employees and contractors as follows:

- We collect personal information about employees, workers and contractors through the application and recruitment process, either directly from candidates or sometimes from an employment agency. We may sometimes collect additional information from third parties including former employers.
- We will collect additional personal information in the course of job-related activities throughout the period of you working for us

How we will use information about you

11 We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.
- Where it is necessary for legitimate interests pursued by us or a third party and your interests and fundamental rights do not override those interests.

12 We may also use your personal information in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest, or for official purposes.

Situations in which we will use your personal information

13 We need all the categories of information in the list above primarily to allow us to perform our contract with you [*] and to enable us to comply with legal

obligations [**]. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties [***], provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below. We have indicated by asterisks the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

- Making a decision about your recruitment ***
- Determining the terms on which you work for us***
- Checking you are legally entitled to work in the UK **/***
- Paying you and, if you are an employee or deemed employee for tax purposes, deducting tax and National Insurance contributions (NICs)*/**
- Providing the following benefits to you: Interest free Season Ticket Loans*/**
- Enrolling you in a pension arrangement in accordance with our statutory automatic enrolment duties*/**/***
- Liaising with the trustees or managers of a pension arrangement operated by a group company, your pension provider and any other provider of employee benefits */**/***
- Administering the contract we have entered into with you */**
- Business management and planning, including accounting and auditing */**/***
- Conducting performance reviews, managing performance and determining performance requirements */**
- Making decisions about salary reviews and compensation */**
- Assessing qualifications for a particular job or task, including decisions about promotions */**/***
- Gathering evidence for possible grievance or disciplinary hearings */**
- Making decisions about your continued employment or engagement */**

- Making arrangements for the termination of our working relationship. */**
- Education, training and development requirements */**/****
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work */**/****
- Ascertaining your fitness to work */**
- Managing sickness absence */**
- Complying with health and safety obligations*/**/****
- To prevent fraud*/**/****
- To monitor your use of our information and communication systems to ensure compliance with our IT policies*/**/****
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution*/**/****
- To conduct data analytics studies to review and better understand employee retention and attrition rates*/**/****
- Equal opportunities monitoring*/**
- Complying with regulatory obligations */**
- To prevent fraud **/****
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution **/****
- Equality and diversity monitoring **/****

14 The above grounds are not necessarily exhaustive and some may overlap. There may be several grounds which justify our use of your personal information.

If you fail to provide personal information

- 15 If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of purpose

- 16 We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.
- 17 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Particularly Sensitive Personal Information

- 18 "Special categories" of particularly sensitive personal information such as information about your health, racial or ethnic origin or sexual orientation require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data. We may process special categories of personal information in the following circumstances:
- In limited circumstances, with your explicit written consent
 - Where we need to carry out our legal obligations or exercise rights in connection with your membership of chambers
 - Where it is needed in the public interest, such as for equal opportunities

monitoring or in relation to our workplace pension scheme.

- 19 Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Situations in which we will use your sensitive personal information

- 20 In general, we will not process particularly sensitive personal information about you unless it is necessary for performing or exercising obligations or rights in connection with employment. On rare occasions, there may be other reasons for processing, such as it is in the public interest to do so. The situations in which we will process your particularly sensitive personal information are listed below. We have indicated the purpose or purposes for which we are processing or will process your more sensitive personal information.

- We will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits including statutory maternity pay, statutory sick pay, pensions and permanent health insurance. We need to process this information to exercise rights and perform obligations in connection with your employment.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Do we need your consent?

- 21 We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal

obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will tell you what information we propose to process and the reason. It is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

22 We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.

23 We do not envisage that we will hold information about criminal convictions.

Automated decision-making

24 Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention.

25 Devereux Chambers Services Limited does not use processes which involve or rely on automated decision making. However we will notify you in writing if this position changes.

Data sharing

26 We may have to share your data with third parties, including third-party service providers.

27 We require third parties to respect the security of your data and to treat it in accordance with the law.

28 We will not transfer your personal information outside the EU without your explicit consent.

29 We will not sell your data.

Sharing personal information with third parties

30 We will share your personal information with third parties where required by law, where it is necessary to administer the contractual relationship with you or where we have another legitimate interest in doing so.

Third-party service providers

31 "Third parties" includes third-party service providers (including contractors and designated agents).

32 The following third-party service providers process personal information about you for the following purposes:

- | | |
|--|------------------------------|
| - Moorepay | Payroll Bureau |
| - Scottish Widows | Workplace Pension Provider |
| - St John Ambulance | Training providers |
| - Institute of Barristers Clerks | Training providers |
| - Opus 2 Lex Ltd: | Case management software |
| - Bluecube Cloud Services Ltd: | IT infrastructure & services |
| - Mimecast Services Ltd: | Email security & archive |
| - Spitfire Digital Networks Ltd: | Telephony |
| - 8x8 Ltd: | Telephony |
| - Shemur Security Solutions Ltd: | Door access security systems |
| - Sage UK Ltd: | Accounting software |
| - RELX (UK) Limited (Lexis Nexis): | Online library services |
| - Thomson Reuters (Professional) UK Ltd: | Online library services |
| - Informa PLC: | Online library services |
| - Sears Davies Ltd: | Website hosting services |

33 We may appoint further or other third-party service providers from time to time.

34 All of our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Other third parties

35 We may share your personal information with other third parties, for example, with a regulator or otherwise to comply with the law. This may include providing your information to the Bar Standards Board, the Financial Conduct Authority or the Information Commissioner's Office. In the case of the Information Commissioner's Office, there is a risk that your information may lawfully be disclosed by them for the purpose of any other civil or criminal proceedings, without Chambers' consent or your consent, which includes privileged information.

36 Chambers may also be required to disclose your information to the police or intelligence services, where required or permitted by law.

Transferring information outside the EU

37 We will not transfer the personal information we collect about you outside the EU without first seeking your consent.

38 In the event of such a transfer, to ensure that your personal information does receive an adequate level of protection we will put in place appropriate measures to ensure that your personal information is treated by third parties outside the EU in a way that is consistent with and which respects the EU and UK laws on data protection

- 39 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Director of Operations.
- 40 We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

- 41 We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our retention policy which is available from the Operations Manager.
- 42 To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.
- 43 In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a member or pupil of chambers we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

Your rights in connection with personal information

44 The personal information we hold about you should be accurate and current. Tell us if your relevant personal information changes.

45 Under certain circumstances you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

46 If you want to review, verify, correct or request erasure of your personal

information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please notify the Director of Operations in writing.

47 You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

48 In the case of former Members of Chambers or pupils, we may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

49 In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please notify the Director of Operations dataprotection@devchambers.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

50 If you have any questions about this privacy notice or how we handle your personal information, please contact the Operations Manager by email at dataprotection@devchambers.co.uk.

51 You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

52 We may update this privacy notice at any time.