



DATA DIVERSITY POLICY

This is the Data Diversity Policy for Equity Chambers which is established in accordance with paragraphs 408.2(k) – (u) of the Bar Standard Board Code. This policy is effective as of 31/12/2012.

(1) The name of the registered data controller for Equity Chambers is Claire Barnes and the data controller's registration number on the Data Protection register is Z3586175.

(2) The name of the Diversity Data Officer is Akaal Sidhu.

(3) Collection of Diversity Data

Members of chambers' workforce are to be given the opportunity to provide their Diversity Data for collection in accordance with the requirements set out in the Code of Conduct for the Bar. 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 Equity Chambers to publish an anonymous summary of the Diversity Data. This provides transparency concerning recruiting and employment activities and aims to encourage an independent, strong, diverse and effective legal profession.

Please note that you are not required to provide your Diversity Data. You are free to choose whether or not you wish to provide all, some or none of your Diversity Data.

(5) How Diversity Data is collected

Diversity Data will be collected through completion of a hard copy form. On completion you will have the opportunity to either add your name or leave a blank space on submission.

You will be provided with a hard copy of the form, together with a copy consent form which you must complete if you wish to provide your Diversity Data. You will be notified of the deadline for completing the forms, which will be no less than 7 days from the date of notification.

(6) Keeping Diversity Data secure

All Diversity Data that is collected from individuals will be kept securely. Equity Chambers will put the following security measures in place to protect Diversity Data:

Diversity Data will be stored in an encrypted folder on the chambers server and will be securely deleted at the earliest opportunity.

Equity Chambers will not share Diversity Data with any third parties, save as set out in paragraph 4 above.

Should you disclose Diversity Data accidentally or intentionally when you are not authorised to do so, you must notify the Diversity Data Officer immediately. Failure to do so may amount to misconduct and result in disciplinary proceedings before Equity Chambers or the Bar Standards Board.

(7) Anonymising Diversity Data

Equity Chambers is required to anonymise Diversity Data before publishing it in summary form. We will anonymise Diversity Data by securely and permanently removing any reference to the owner of the data.

(8) Publication of the anonymised summary of Diversity Data

Equity Chambers is required to publish Diversity Data in an anonymised 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 Equity Chambers. The summary will be made available on request.

Diversity Data relating to sexual orientation and religion or belief will ~~not~~ be included in the anonymised 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), Equity 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.

Since Equity Chambers currently has fewer than 10 (ten) individuals in the job role of clerks and administration, individuals in those roles should be aware that by providing their Diversity Data it may be possible for a third party to identify them even though the Diversity Data is anonymised.

(9) Destruction of Diversity Data

Equity 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 (usually the date you receive notification under paragraph (5) above). 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 any non anonymised data will be shredded and placed in the confidential waste. Anonymised 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 provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer in writing at as@e-c.org.uk or clerks@equitychambers.org.uk. He will promptly ensure that any Diversity Data which includes your personal data will be deleted / destroyed and will confirm to you that this step has been taken within 21 days of receiving notification from you.

Where the anonymised 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 anonymised 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 of your belief to let you know whether he 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.

Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer on as@e-c.org.uk or 0121 236 5007.