

Document	Privacy Notice – Recruitment (Members & Pupils)
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Classification	Public

1. INTRODUCTION

- 1.1 The Privacy Notice – Recruitment (Members & Pupils) (“Notice”) explains what personal data (information) that Kings Chambers holds about you, how it is collected, and how information about you is used and shared during your application for pupillage, mini-pupillage, tenancy (including associate tenants), and/or membership of Chambers.
- 1.2 We are required to notify you of this information under relevant data protection legislation including the General Data Protection Regulation (“GDPR”) and the Data Protection Act 2018 (“DPA 2018”).
- 1.3 Please ensure that you read this Notice carefully and any other similar notices, policies or information that we may provide to you from time-to-time when collecting or processing personal data about you.

2. WHO COLLECTS THE DATA

- 2.1 Kings Chambers, registered at 36 Young Street, Manchester, M3 3FT (“Chambers”) is the data controller for the purposes of the GDPR and DPA 2018 and is the entity which collects, processes and stores information about you.

Kings Chambers

T: 0345 034 3444

E: clerks@kingschambers.com

Manchester

36 Young Street,
Manchester, M3 3FT

Leeds

5 Park Square,
Leeds, LS1 2NE

Birmingham

Embassy House, 60 Church Street,
Birmingham, B3 2DJ

3. DATA PROTECTION PRINCIPLES

- 3.1 Chambers complies with all relevant data protection principles when collecting and using personal data, as set out in the GDPR and the DPA 2018 and in line with the protocols set out in this Notice.

4. COLLECTION OF INFORMATION

- 4.1 Chambers may collect the following information about you during the recruitment process up to and including the shortlisting stage if you are applying for pupillage or mini-pupillage, upon receipt of an application if you are applying for tenancy or membership of Chambers, and/or at the recruitment consideration stage for lateral hires of established practitioners:

(i) Your name and contact details (such as address, home and mobile telephone numbers, email address).

(ii) Details of your qualifications, experience, and relevant history regarding your practice (if applicable).

(iii) Equality & Diversity data which is used for monitoring purposes such as gender identity, age, ethnic group, religion or belief, socio-economic data, disability, and sexual orientation.

(iv) Details of referees provided in support of your application.

- 4.2 Chambers may collect the following information after the shortlisting stage, and prior to making a recruitment decision in respect of offering pupillage, mini-pupillage, or granting tenancy (including probationary, associate or full tenancy):

(i) Information regarding your academic and professional qualifications.

(ii) Information regarding relevant experience and history regarding your practice (if applicable).

(iii) Information regarding criminal convictions and/or cautions which are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.

(iv) ID documents (such as passport and/or driving license) and (where applicable) immigration and right to work documentation.

5. HOW WE COLLECT THE INFORMATION

- 5.1 Chambers may collect this information from you directly, from your referees (details of whom you will have provided to us), your education provider, and/or the relevant professional body or other relevant authorities (for e.g., the Disclosure & Barring Service for criminal records checks).

6. WHY WE COLLECT THE INFORMATION AND HOW WE USE IT

- 6.1 Chambers will typically collect and use the information for the following purposes:

(i) To take steps to enter into a contract with you.

(ii) To ensure compliance with a legal obligation (for e.g., if we are required to undertake right to work checks).

(iii) For the performance of a task carried out in the public interest.

(iv) For the purposes of the legitimate interests of Chambers, only if such interests are not overridden by your individual interests, rights, or freedoms.

6.2 Chambers will not use your data for purposes that are not clear when you provide your information and will not disclose or transfer your data outside of Chambers except in limited circumstances which are outlined in this Notice.

6.3 Chambers will notify you of any changes to the information or categories of information which we collect or if there are any changes to the purposes for which we collect and process your data.

7. **SHARING INFORMATION**

7.1 Chambers may need to share some of your personal data with other parties, such as external consultants for HR purposes (in the case of pupillage matters), and/or professional advisors and/or regulatory bodies (if required to do so). Usually, such information will be anonymised however this may not always be possible to do depending on the reasons for sharing the information and the party who will be in receipt of the same. The recipient of information shared by Chambers will be bound by confidentiality obligations and data protection obligations which shall meet the requirements of this Notice.

7.2 Chambers may share your data with third parties if (a) we are under a legal or statutory duty to do so, (b) it is necessary to do so to enforce our contractual rights, (c) we are required to lawfully assist the police or security services in respect of the prevention and/or detection of a crime, (d) such disclosure is necessary to protect the safety or security of any persons and/or (e) we are otherwise permitted to do so under applicable law.

7.3 Save for the circumstances set out in 7.2, we will not share your data with any third party without your prior consent, and we will ensure that your data is appropriately protected in the event it is shared.

8. **DATA RETENTION**

8.1 Chambers will keep the personal data that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed and in line with relevant data protection legislation. The length of time which Chambers may keep your data will depend on (i) the outcome of your application, (ii) if you are accepted for pupillage, mini-pupillage, or tenancy, and (iii) the nature of the information concerned and the purpose for which it is processed.

8.2 Chambers will keep recruitment information for no longer than is reasonably necessary, taking into account the limitation periods for potential claims (for e.g., on grounds of discrimination and as extended to take account of early conciliation), after which it will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, Chambers may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

8.3 In the event you are offered pupillage, mini-pupillage, or tenancy, Chambers will only keep information that is necessary and relevant in relation to your application, offer, and subsequent engagement.

9. YOUR RIGHTS

- 9.1 You may make a request to correct or update the information Chambers holds about you at any time by sending your request to compliance@kingschambers.com or by post to:

Compliance Manager
Kings Chambers
36 Young Street
Manchester
M3 3FT

- 9.2 Your request should include your name, address and email address and any other unique identifiers to help us validate your request. This will help us to ensure that we accept amendments from the correct person.
- 9.3 You may also make a request for your data to be deleted or to receive a copy of the personal information that we hold about you by submitting your request in writing to the contact details at 9.1.

10. KEEPING PERSONAL DATA SECURE

- 10.1 Chambers has appropriate technological and organisational controls and security measures in place to prevent personal information from being accidentally lost or used or access by unauthorised persons. We limit access to personal information to those who have a genuine business need to know it and/or have access to it.
- 10.2 The processing of your personal data will only be carried out by those who have authorisation to do so. All employees of Chambers are subject to confidentiality obligations.
- 10.3 Chambers also has procedures in place to deal with suspected or actual data breaches. Chambers will notify you and any applicable regulator or supervisory authority of a security breach affecting your personal information.

11. COMPLAINTS

- 11.1 If you have a complaint regarding this Notice, the personal data held by Chambers, or the way in which it is processed please submit your complaint in writing to the Compliance Manager whose details can be found in 9.1.
- 11.2 If you are not satisfied with the outcome of your complaint, you may refer the matter to the Information Commissioner's Office via:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can also find contact information by visiting <https://ico.org.uk>

12. **CHANGES TO THIS NOTICE**

- 12.1 Chambers may, from time to time, make changes to this Notice. Updates are published on our website <https://www.kingschambers.com>