

This is the Diversity Data Policy for One Essex Court, which is established in accordance with paragraphs 408.2 (k) – (u) of the Bar Standard Board Code. This policy is effective as of 10<sup>th</sup> December 2012.

(1) The name of the registered data controller for One Essex Court is Darren Burrows and the data controller's registration number on the Data Protection register is Z9767950.

(2) The name of the Diversity Data Officer (“DDO”) is Darren Burrows.

(3) Collection of Diversity Data

Members of chambers' workforce are to be given the opportunity to provide their DiversityData 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 One Essex Court 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 a questionnaire to be returned to the DDO who will, at all times, treat the data contained in the questionnaire as private and confidential.

You will be provided with a 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. Chambers shall put the following security measures in place to protect Diversity Data:

The completed questionnaires will be stored electronically on an encrypted and separate electronic storage device, which will be kept in a locked drawer in Chambers.

When the DDO has collated and processed the diversity data contained in the questionnaires the questionnaires will be destroyed, either via permanent deletion in the case of any electronic submissions, or via the Chambers secure document destruction system.

The collated and processed diversity data will be held by the DDO for 12 months and, where it is appropriate to do so, published by him in an anonymised form on the Chambers' website no later than 31 December in each year.

Diversity data submitted in relation to religion or belief and sexual orientation will be held by the DDO for 12 months in an anonymised form, but will not be published.

The DDO will not share diversity data with any third parties save as set out above.

Should an individual access or disclose diversity data, whether accidentally or intentionally, when not authorised to do so, he or she must notify the DDO immediately. Failure to do so may amount to misconduct and result in disciplinary proceedings before the Head of Chambers or the Bar Standards Board.

(7) Anonymising Diversity Data

Chambers is required to anonymise Diversity Data before publishing it in summary form. We will securely anonymise Diversity Data through a division of the data collated by category, for example, gender, disability, age, ethnic group, socio-economic background etc. and by seniority and job title, for example, Queen's Counsel, junior barristers, pupils and administrative staff.

(8) Publication of the anonymised summary of Diversity Data

Chambers is required to publish Diversity Data in an anonymised summary format within the 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 Chambers. The summary will be published on the Chambers website.

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 individuals within each published category who identify themselves through the questionnaire with the same diversity characteristic (for example, 4 individuals with a role or job at the same level of seniority identify themselves as disabled), Chambers will 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 there are fewer than 10 individuals in the category of pupils, individuals in those categories 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

Chambers will securely destroy the Diversity Data collected promptly after the Diversity Data has been anonymised and in any event within 3 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 data will be destroyed by permanent deletion in the case of any electronic submissions, or, in the case of hard copy documents, via the Chambers secure document destruction system.

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 been provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer in writing at One Essex Court, Temple, London EC4Y 9AR. He 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 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/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.

Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer on 020 7583 2000 x211, or at [dburrows@oeclaw.co.uk](mailto:dburrows@oeclaw.co.uk)