

PRIVACY NOTICE FOR MENTORING SCHEME

1. One Essex Court, Brick Court Chambers, Blackstone Chambers, Essex Court Chambers, Fountain Court Chambers and 3VB ("Chambers") are data controllers for the purposes of processing mentoring scheme applicants' data.
2. This policy applies in relation to any application for the mentoring scheme at the participating Chambers and during the course of a mentorship. The General Data Protection Regulation (the "GDPR") requires us to provide this notice to you.

COLLECTION OF PERSONAL DATA

3. Personal data processed and collected by us includes:
 - a. personal data collected during the application process or during the course of the mentoring relationship, or from any further correspondence by phone, email or otherwise;
 - b. personal data collected by and on behalf of the participating Chambers to enable us to process payments to mentees;
 - c. personal data received via the centralized application process; and
 - d. personal data collected from third parties in the course of taking references in support of an application. We will seek information from third parties with your consent only.
4. The personal data collected includes any personal details including name, address, contact details, education and training, employment, right to work in the UK and financial information where relevant.
5. Sensitive personal data collected with your consent may include information about medical or health conditions, including whether or not you have a disability for which Chambers needs to make reasonable adjustments; and information about your racial or ethnic origin, political opinions, trade union membership, sex life and sexual orientation and religion or philosophical belief.

WHY WE PROCESS PERSONAL DATA

6. We need to process personal data:
 - a. to consider and process the application;
 - b. to comply with our legal obligations, e.g. to comply with health and safety laws;
 - c. to pursue a legitimate interest, e.g. to make a decision on the application, take a reference and protect against a legal claim; and
 - d. to process special categories of personal data with the data subject's explicit consent e.g. where specific medical and health information has been disclosed to enable us to make reasonable adjustments.

SHARING OF YOUR INFORMATION

7. Personal Data collected may be shared with:
 - a. Members of Chambers, the Pupillage Manager and employees of the participating Chambers and their service companies involved in the mentoring scheme if access to the data is necessary for performance of their roles;
 - b. relevant solicitors & other third parties where necessary e.g. event attendance lists;
 - c. professional regulatory bodies, such as the Bar Standards Board and the Bar Council;
 - d. third parties when taking or providing references.
8. In addition the names of mentees may be shared with other mentees.

TRANSFER OF DATA OVERSEAS

9. This notice is of general application and as such it is not possible to state whether it will be necessary to transfer your personal data out of the European Economic Area (the EEA). In some cases, we may transfer your personal data to a country outside the EEA or to an international organisation, for example when there is a need for a Member of Chambers to access this data. A transfer of this type may be made:
 - a. where the European Commission has determined that the non-EEA country (or a territory or sector within it) or international organisation provides an adequate level of data protection; or
 - b. where you have explicitly consented to the proposed transfer after having been informed of the possible risks.

DATA RETENTION

10. Data held on Blackstone Chambers' icloud will be retained for one month after the date by which applicants are informed of the outcome of their application, in accordance with Blackstone Chambers' data retention policy.
11. The Chambers will retain personal data for not more than two years after the final determination of the application or completion of mentorship, whichever is longer. After that time, we will securely destroy your personal data, save for financial information relating to payment of any awards or expenses kept by the participating Chambers and / or their service company for the current financial year plus 6 years for HMRC.
12. Annual back-up tapes of Chambers' and the service company's electronic systems will be retained centrally for 16 years and stored securely. Any personal data recorded on such tapes will not be deleted whilst the tape is retained. However, such tapes will be used only in order to restore, where necessary, specific files or emails where it is permissible to do so under our Data Retention Policy.

YOUR RIGHTS

13. You have the right to object to the processing of your personal data for the purposes referred to in this notice; however, this will prevent us from considering your application.
14. You also have the right to request a copy of, deletion of or correction of, your personal data. To do so, please email MentoringScheme@oeclaw.co.uk; however, the deletion of your personal data will prevent us from considering your application.
15. Full details of these rights are set out in Articles 15 to 21 of the GDPR.
16. You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>.

CHANGES TO OUR PRIVACY POLICY

17. Any changes we make to our privacy policy in the future will be posted on our website. This privacy notice was last updated on 20/11/2020.

CONTACT

18. Questions, comments and requests regarding this privacy policy should be addressed to MentoringScheme@oeclaw.co.uk