

**DIVERSITY DATA POLICY**

1. This is the Diversity Data Policy for Chavasse Court Chambers. This policy is effective as of 1st May 2020.
2. The name of the registered data controller for Chavasse Court Chambers is Mark Shannon.
3. The name of the Diversity Data Officer is Carmel Wilde.

**Collection of Diversity Data**

1. Members of Chambers’ workforce are given the opportunity to provide their Diversity Data for collection in accordance with the Bar Standards Board’s requirements. The Diversity Data Officer is responsible for arranging and supervising the collection of Diversity Data.

**Why Diversity Data is collected**

1. Individuals have the opportunity to provide their Diversity Data in order for Chambers to publish an anonymous summary of such data. This provides transparency concerning recruiting and employment activities across chambers and analysis of diversity data encourages a strong, diverse and effective legal profession.

**Individuals are reminded that at per the BSB Handbook on Equality rules, you are not obliged to provide your Diversity Data. You are free to provide all, some or none of your Diversity Data.**

**How Diversity Data is collected**

1. Diversity Data will be collected through a diversity data questionnaire. For those who wish to participate, questionnaires are to be returned to the Data Diversity Officer.
2. You will be provided with a copy of the diversity data questionnaire by email with an accompanying explanation as to the purpose of data collection, once it had been approved by the Head of Chambers, which you mustcomplete if you wish to provide your Diversity Data.

**Keeping Diversity Data secure**

1. All Diversity Data collected from individuals will be kept securely. Chambers shall put the following security measure in place to protect Diversity Data: When the questionnaires have been returned to the Diversity Data Officer, the Diversity Data contained in the completed questionnaires will then be stored electronically and will be password protected. Once anonymised, the completed questionnaires will then be permanently deleted.
2. Chambers will not share Diversity Data with any third parties with the exception of the Bar Standards Board (anonymised data only).
3. Should you access or disclose Diversity Data accidentally or intentionally when you are not authorised to do so, you must notify the Diversity Data Officer immediately.

**Anonymising Diversity Data**

1. Chambers is required to anonymise Diversity Data before publishing it in summary form. When it is displayed on the Chambers website, the Diversity Data will be in an anonymised summary format and 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.

**Publication of the anonymised summary of Diversity Data**

1. Chambers is required to publish Diversity Data in an anonymised summary format in accordance with the requirements of 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.
2. Diversity Data relating to sexual orientation and religion or belief will **not** be included in the anonymised summary format for publication.
3. 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), Chambers will not publish the anonymous data relating to those individuals unless it has their informed consent to do so.

**Destruction of Diversity Data**

1. Chambers will securely destroy the Diversity Data collected promptly after the Data has been anonymised and in any event within 3 (three) months following the date of collection. 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.
2. Anonymised data will be kept for 12 months before being destroyed.

**Questions or complaints**

1. You have a right to withdraw your consent or object to the use of your Diversity Data at any time.
2. Where your data has already been provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer by email. The Diversity Data Officer 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.
3. 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 it is likely that continued publication could 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 her of your belief to let you know whether 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.
4. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer via email: carmel.wilde@chavassechambers.co.uk.