



Diversity Data Policy

Introduction

1. This is the Diversity Data Policy of IEC Barristers (“Chambers”) and is established in accordance with rC110(3)(n)-(t) of the Bar Standards Board Code of Conduct.
2. This policy applies to all who work in or at Chambers, including:
 - Members of chambers;
 - Pupils; and
 - Clerks
3. The name of the registered data controller for Chambers is Lydia Majdalany. The Diversity Data Officer (“DDO”) is Nina Roberts.
4. Members of Chambers' workforce are to be given the opportunity to provide their Diversity Data for collection in accordance with the Bar Standards Board's requirements. The Diversity Data Officer shall be responsible for arranging and supervising the collection of Diversity Data.
5. 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 and aims to encourage an independent, strong, diverse and effective legal profession.
6. **There is no requirement to provide Diversity Data and individuals are free to choose whether or not they wish to provide all, some or none of their Diversity Data.**

How Diversity Data will be Collected

7. Diversity Data will be collected through an online questionnaire.
8. Individuals will be provided with a link to the questionnaire which will include an option for individuals to give their consent to the use of their Data in accordance with this Policy.

How Diversity Data will be kept Secure

9. 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:

10. 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 may 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.
11. The DDO will not share diversity data with any third parties save as set out above.
12. 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.

Anonymising Diversity Data & Publication

13. Chambers is required to anonymise Diversity Data before publishing it in summary form. Chambers 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, King's Counsel, junior barristers, pupils and administrative staff.
14. 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.
15. 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 it has their informed consent to do so.

Destruction of Diversity Data

16. 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. 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.
17. Anonymised data may be kept for 12 months before being destroyed as above.

Questions or Complaints

18. Individuals have a right to withdraw their consent or object to the use of their Diversity Data at any time.

19. Where data has already been provided and an individual wishes to withdraw their consent to its use, they should notify the Diversity Data Officer by email at nroberts@lec.co.uk. She will promptly delete or destroy any Diversity Data which includes the individual's personal data and will confirm that this step has been taken within 21 days of receiving notification.
20. Where the anonymised data has been published in summary form, the Diversity Data Officer will not extract personal data from the published summary unless the individual has reason to believe that continued publication of the anonymised data is causing or is likely to cause them or someone else substantial damage or distress.
21. In such circumstances, the Diversity Data Officer will consider the reasons that have been put forward and shall respond within 21 days from the date of notification to let the individual 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 the data from the published summary and to delete or destroy any copies.
22. Any questions or complaints about this Diversity Data Policy should be made to the Diversity Data Officer.