



ST IVES CHAMBERS

POLICY ON THE COLLECTION AND USE OF DIVERSITY DATA

1. This is the Data Diversity Policy for St Ives Chambers which is established in accordance with rC110 (section D1.2 Equality and Diversity) of the BSB Handbook. This policy shall be placed on the Chambers website and a hard copy made available to all members of chambers and staff and any other person upon request.
2. The name of the registered data controller for St Ives Chambers is Mark Cooper and the data controller's registration number on the Data Protection Register is Z3085355. The name of the Diversity Data Officer is Mark Cooper.

Collection of Data

3. Members of chambers and staff are to be given the opportunity to provide their diversity data for collection in accordance with the requirements set out in the BSB Handbook. The Diversity Data Officer shall be responsible for arranging and supervising the collection of diversity data.

Why Diversity Data is collected

4. Individuals have the opportunity to provide their diversity data in order for St Ives Chambers 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 by law or regulation 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. St Ives Chambers is required to collate and publish the anonymised diversity data. Therefore, your participation in this process is much appreciated.

How diversity data is collected

5. Diversity data will be collected through the completion of a diversity data questionnaire. Each individual shall return the questionnaire in a sealed envelope to the Data Diversity Officer who will store the data in accordance with the policy below.
6. You will be provided with a copy of the questionnaire either by e-mail or hard copy 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 questionnaire, which will be no less than 7 days from the date of notification.

Keeping diversity data secure

7. The Diversity Data Officer shall be responsible for establishing secure electronic and physical barriers to the diversity data. Only those persons whose business role requires them to have access should have access and all such personnel, including the Diversity Data Officer, must be informed about the confidentiality of the diversity data and, where necessary, received appropriate training about how to use diversity data.
8. All diversity data that is collected from individuals will be kept securely in accordance with the provisions of the Data Protection Act 1998. St Ives Chambers shall put the following security measures in place to protect diversity data:
 - (a) All hard copies of diversity data questionnaires shall be stored in a secure location within Chambers (or in an off-site secure location) for 12 months. Thereafter, all hard copies shall be destroyed. Each questionnaire will also be scanned so an anonymised electronic copy can be stored for ease of access. Any data stored electronically shall be encrypted in accordance with the policies set out by the Information Commissioner. This will protect the diversity data against unlawful and unauthorised disclosure or access.
 - (b) Access to the data shall be restricted only to those persons whose role requires them to access the data.

- (c) Data will not be deleted and will not be shared with any third parties, save as required by the Bar Standards Board. All data shared with third parties shall be anonymised (for example, the anonymised publication of data on the Chambers website every three years).
9. 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. Failure to do so may amount to misconduct and result in disciplinary proceedings in accordance with St Ives Chambers complaints procedure or the Bar Standards Board. In the event of accidental or unlawful destruction, loss, alteration, disclosure of, or access to, the diversity data which is likely to adversely affect the privacy of individuals, the Diversity Data Officer shall investigate the incident and take action to mitigate the consequences such as seeking to recover the affected data, rectifying the circumstances that led to the incident and putting in place measures to ensure that such an incident is not repeated. In particular, the Diversity Data Officer shall promptly notify:
- (a) The Information Commissioner's Office; and
 - (b) Where the information Commissioner's Office so advises, the individuals likely to be affected.

Anonymising Diversity Data

10. St Ives Chambers is required to anonymise diversity data before publishing it in summary form.
11. St Ives Chambers shall anonymise diversity data as soon as reasonably practicable in order to ensure that individual members of the workforce cannot be identified in connection with their diversity characteristics.
12. St Ives Chambers will securely anonymise diversity data through ensuring that detailed personal information including the individual's name, place and date of birth, address, telephone number are removed. St Ives Chambers shall have due regard to good practice set out in guidance such as that produced by the Office for National Statistics (such as Statistical Disclosure Control) and the Information Commissioner's Office (including any Anonymisation Code of Practice). The categories against which data will be summarised are as follows:

- (a) Age
- (b) Gender
- (c) Disability
- (d) Ethnic origin
- (e) Caring responsibilities
- (f) Social-economic background
- (g) Religion or belief (if consent is obtained)
- (h) Sexual orientation (if consent is obtained)

Publication of the anonymised summary of diversity data

13. St Ives Chambers is required to publish diversity data in an anonymised summary format every three years (the most recent date of publication being 31st December 2015). 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 the structure of St Ives Chambers. The summary will be published on the chambers website.
14. Diversity data relating to sexual orientation and religion or belief will **not** be included in the anonymised summary format for publication unless all members of chambers and staff consent to such data being publicised.
15. 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), St Ives Chambers shall 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. In those circumstances, the category may be labelled as “ < 10 ”.

Destruction of Diversity Data

16. St Ives Chambers shall securely destroy the diversity data collected promptly after the diversity data has been anonymised and in any event within 3 (three) 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. Data shall be destroyed in accordance with the current procedure relating to the destruction of confidential waste.

17. Anonymised data will 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. 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: Mark Cooper, St Ives Chambers, 1-3 Whittal Street, Birmingham B4 6DH or mark.cooper@stiveschambers.co.uk. 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.

19. 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.

20. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer on 0121 236 0863 or mark.cooper@stiveschambers.co.uk.