



## **DIVERSITY DATA POLICY**

1. This is the Data Diversity Policy for Field Court Chambers. This policy is effective as of 27 July 2020.
2. The name of the registered data controller for Field Court Chambers is Rebecca Handcock and the data controller's registration number on the Data Protection register is ZA306789.
3. The name of the Diversity Data Officer is Rebecca Handcock.

### **Collection of Diversity Data**

4. 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**

5. Individuals have the opportunity to provide their Diversity Data in order for Field Court 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.

**Please note: 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**

6. Diversity Data will be collected through completing a form provided to you in hard copy and / or emailed to you. The completed form should be emailed to Rebecca Handcock ([rebecca.handcock@fieldcourt.co.uk](mailto:rebecca.handcock@fieldcourt.co.uk)) or returned in hard copy to Rebecca Handcock.
7. Exceptionally, and due to the restrictions upon physical attendance at chambers caused by the existence of a global pandemic, the 2020 Diversity Data collection exercise will not have an option of a hard-copy form, but will provide a link to an online survey for those who wish to respond anonymously.

### **Keeping Diversity Data secure**

8. All Diversity Data that is collected from individuals will be kept securely. Field Court Chambers shall put the following security measures in place to protect Diversity Data:
  - a. Hard copy data will be kept in a secure locked drawer or box.

- b. Data held electronically will be encrypted and password protected.
- 9. Field Court Chambers will not share Diversity Data which is not anonymised with any third parties.
- 10. 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**

- 11. Field Court Chambers is required to anonymise Diversity Data before publishing it in summary form. We will securely anonymise Diversity Data as soon as reasonably practicable by entering the Diversity Data into a master spreadsheet with no names included.

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

- 12. Field Court 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 Field Court Chambers. The summary will be published online on the website of Field Court Chambers ([www.fieldcourt.co.uk](http://www.fieldcourt.co.uk)).
- 13. Diversity Data relating to sexual orientation and religion or belief will **not** be included in the anonymised summary format for publication.
- 14. 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), Field Court Chambers will not publish the anonymous data relating to those individuals unless it has their informed consent to do so.

### **Destruction of Diversity Data**

- 15. Field Court Chambers will securely destroy any Diversity Data collected which is not already anonymous (ie. with no name on it) 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. In practice this will be achieved by securely destroying any hard copy Diversity Data forms with names on in the confidential waste, and deleting any emails attaching electronic copies of Diversity Data forms.
- 16. Chambers shall retain the anonymised Diversity Data (in the form of the master spreadsheet).

## Questions or complaints

### **You have a right to withdraw your consent or object to the use of your 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 ([rebecca.handcock@fieldcourt.co.uk](mailto:rebecca.handcock@fieldcourt.co.uk)) including a copy of your Diversity Data. She 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.

17. 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.
18. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer at: [rebecca.handcock@fieldcourt.co.uk](mailto:rebecca.handcock@fieldcourt.co.uk)