



DIVERSITY DATA POLICY

1. This is the Data Diversity Policy for 1 Chancery Lane (“Chambers”). This policy is effective as of 1 February 2021.
2. The name of the registered data controller for Chambers is 1 Chancery Lane Limited whose number on the Data Protection Register is ZA313974.
3. Chambers’ Diversity Data Officer (“DDO”) is Emma Williams.

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 DDO 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 the DDO 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 the completion of an online questionnaire using Google Forms. Names will not be collected on this form so all data will remain anonymous at all times. Once submitted the responses will be automatically sent to the DDO.
7. You will be provided with a link to the questionnaire by email, together with a copy of the Notification and Consent Form which you must complete if you wish to provide your Diversity Data. You will be notified by the DDO of the deadline for completing the Diversity Data questionnaire which will be no less than 14 days from the date of notification.

Keeping Diversity Data secure

8. All Diversity Data that is collected from individuals will be kept securely. Chambers has put in place the following security measures to protect Diversity Data:
 - 8.1. The completed anonymous questionnaires will be stored electronically in a password protected file.
 - 8.2. The collated and processed diversity data will be held by the DDO for 12 months and published by her in an anonymised form on the Chambers' website no later than 31 December in each year.

9. The DDO will not share Diversity Data with any third parties save as set out in paragraph 5 above.
10. Should you access or disclose Diversity Data accidentally or intentionally when you are not authorised to do so, you must notify the DDO immediately.

Anonymising Diversity Data

11. The DDO is required to anonymise Diversity Data before publishing it in summary form. Diversity Data will be collected securely and in an anonymous way. Data will be collated into 3 categories: Members of Chambers; Staff; ALL. It is only the ALL data that will be published on the Chambers' website and made available on request to members of the public in electronic or hard copy form.

Publication of the anonymised summary of the Diversity Data

12. When there are fewer than 10 (ten) individuals within each published category who identify through the questionnaire within the same diversity characteristic (for example, 4 (four) individuals with a job role at the same level of seniority identify themselves as disabled), the DDO will not publish the anonymous data relating to those individuals unless she has their informed consent to do so.

Destruction of Diversity Data

13. The anonymised Diversity Data collected will be kept for 12 months following the date of collection. It will then be destroyed, with all Diversity Data questionnaires and all files containing the data being deleted.

Questions and Complaints

14. You have a right to withdraw your consent or object to the use of your Diversity Data at any time.
15. Where your data has already been provided and you wish to withdraw your consent to its use, please notify the DDO in writing at ewilliams@1chancerylane.com. As all data provided is anonymous, she will work with you to identify the responses that need to be destroyed. She will then 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.
16. Where the anonymised data has been published in summary form, the DDO 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 DDO 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.
17. Should you have any questions or complaints about this Diversity Data Policy, please contact the DDO at ewilliams@1chancerylane.com.

Date of Policy: 1 October 2012
Date of review: 1 October 2013
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