

5 Essex Chambers DIVERSITY DATA POLICY

1. This is the Data Diversity Policy for 5 Essex Chambers. This policy is effective as of 21 August 2020.
2. The name of the registered data controller for 5 Essex Chambers is Jason Beer QC and the data controller's registration number on the Data Protection register is Z4677837.
3. The name of the Equality and Diversity Officer is Emma Price.
4. The name of the Diversity Data Officer is Jennifer Wright.

Collection of Diversity Data

5. Members of chambers, pupils and staff will, from time to time, be 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. The Diversity Data Officer will liaise and work with the Equality and Diversity Officer.

Why Diversity Data is collected

6. Individuals have the opportunity to provide their Diversity Data in order for 5 Essex Chambers to publish an anonymous summary of such data. This provides transparency concerning recruitment 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

7. Diversity Data will be collected by way of an anonymous online survey. You will be provided with a link to the online survey by email. A consent form will be embedded within the online survey.

Keeping Diversity Data secure

8. All Diversity Data that is collected from individuals will be kept securely. The Data Diversity Officer shall put the following security measures in place to protect Diversity Data:
 - Diversity Data will be collected by way of an anonymous survey, using an online platform (such as SurveyMonkey or SmartSurvey);

- The Diversity Data Officer will be the only person with access to the online platform used to collect Diversity Data;
 - The Diversity Data Officer will extract the results of the online survey and produce an anonymous summary of the Diversity Data;
 - After the summary has been produced, all responses to the online survey will promptly be irretrievably deleted from the online platform, in accordance with paragraph 15 below.
9. 5 Essex Chambers will not share Diversity Data with any third parties, save as set out in paragraphs 13 and 14 below.
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. 5 Essex Chambers is required to anonymise Diversity Data before publishing it in summary form. The Diversity Data Officer will obtain anonymised Diversity Data using the process described in paragraph 7 above.
12. The summary of Diversity Data will break down responses to the online survey in two categories: (i) barristers; and (ii) barristers & staff.

Publication of the anonymised summary of Diversity Data

13. Where there are fewer than 10 (ten) individuals within each published category who identify through the online survey with the same diversity characteristic (for example, 4 (four) individuals identify themselves as disabled), 5 Essex Chambers will not publish the anonymous data relating to those individuals unless it has their informed consent to do so. Such informed consent will be obtained by way of the consent form embedded in the online survey.
14. Specifically in relation to respondents' ethnic group, 5 Essex Chambers will not publish the data relating to ethnic sub-groups (e.g. specific nationalities). The published summary of Diversity Data on ethnicity will be limited to the following six broad categories: (i) Asian / Asian British; (ii) Black / African / Caribbean / Black British; (iii) Mixed / Multiple Ethnic Groups; (iv) White; (v) Any other ethnic group; (vi) Prefer not to say.

Destruction of Diversity Data

15. 5 Essex Chambers will securely destroy the anonymised Diversity Data promptly and in any event within 3 (three) months following the date of collection. Secure destruction means that as far as possible 5 Essex Chambers shall not hold the Diversity Data in any way where it is possible to identify an

individual. In practice, the survey responses will be irretrievably deleted from the online survey platform.

Questions or complaints

16. You have a right to withdraw your consent or object to the use of your Diversity Data at any time.
17. 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 by email to jennifer.wright@5essex.co.uk. The Data Diversity Officer will promptly to 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.
18. 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 (within 21 days of notification) let you know whether, in the determination of the Data Diversity Officer, 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.
19. You may appeal against a determination of the Data Diversity Officer (in relation to paragraph 18 above) by writing to Head of Chambers within 7 days. The appeal will be considered *de novo* by Head of Chambers and the Equality and Diversity Officer. In each case, Head of Chambers will decide on the procedure to be adopted (which may be limited to representations in writing).
20. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer by email to jennifer.wright@5essex.co.uk.