**Data Protection**

The Honourable Society of the Middle Temple (the Inn) processes and stores personal information in accordance with the Data Protection Act 2018 and the Inn’s Data Protection Policy, which can be viewed here. The Inn’s Privacy Policy can be viewed here.

By submitting your application for membership of the Inn, you are agreeing to the Inn storing and using your data to administer your membership, including to inform you about educational and membership services and events, to inform you about developments within or pertaining to the profession, for the management of committees you might become involved with, for the processing of financial transactions and maintaining accounts, for the management of enquiries and complaints, and to produce summary information for statistical, regulatory and audit purposes. The information that the Inn holds is mainly provided by yourself, but may also be collected from other sources such as references or information already in the public domain. The information will be held securely and will only be accessed by Inn staff with appropriate permissions. By submitting this form you are agreeing to this data being kept and used for the duration of your membership and that some of that information may be kept permanently by the Inn for historical purposes.

You have a right to change or access your information at any time. **It is your responsibility** to update this information or notify the Inn of any changes to your personal details so that the information that we hold on you is accurate and kept up to date.

If you have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please contact the Inn’s Data Protection officer at the following email address: [Data.protection@middletemple.org.uk](mailto:Data.protection@middletemple.org.uk) or by writing to Data Protection Officer, The Honourable Society of the Middle Temple, Treasury Office, Ashley Building, Middle Temple Lane, London EC4Y 9BT.

*Third Parties*

Your information will not be distributed to third parties unless it is anonymised, you give us explicit consent to do so, we are required to do so under a statutory or legal obligation, or are permitted to do so by the Data Protection Act. There are a small number of reasons where we may need to share some of your information with Third Parties for processes essential to managing your membership. In order to manage admission and scholarship applications, disciplinary proceedings, and Call to the Bar, we will need to share some of your basic information with the General Council of the Bar (also known as the Bar Council) and the other Inns of Court. For example, we will need to share your name and which Inn you have applied to/are a member of should your application for admission be unsuccessful or if you are found guilty of misconduct that results in your expulsion from the Middle Temple. This is to comply with Bar Standards Board regulation (Section B2, Rule rQ11) which states that applicants who are not approved for membership or who are expelled from an Inn of Court are not allowed to apply for re-entry into any Inn of Court for a time period of at least five years following the rejection or expulsion. We will also provide the Bar Council with some equality information, if provided, for statutory purposes.

By submitting this form you are consenting to us processing and, in some instances, sharing your information as detailed in this application form.

*Photographs at events*

Please be aware that photography, audio and video recording may take place at our events. These may be used for promotional purposes by the Inn, including in printed publications, on our website, and on our social media accounts. If you do not wish to have your photograph taken at events or to have images of you used, please contact the Data Protection Officer, using the contact details above, so that we can add this information to your member record. You will be given further opportunities to opt out of being photographed each time you book an event and also during events when photographs are being taken. We are unable to guarantee that you will not be included in the background of photographs that are being taken.

If you want to view the Inn’s Data Protection Policy, have any queries or want to see the personal data the Inn holds on you by making a Subject Access Request, please visit the Data Protection page on our website for information <http://www.middletemple.org.uk/about-us/data-protection>

**Please check box to acknowledge that you have read the above information and understand how the Inn will process and store your personal information.**

**Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Member Communication Preferences**

The Inn would like to make sure that it holds up to date communication preferences for all of its members in order to comply with the Data Protection Act 1998. **Please indicate below which types of information you would like to receive from the Inn.** This may be by email, post or telephone.

You have the option to opt-out of any communication you sign up for at any time by contacting the Inn or by clicking opt-out links at the bottom of emails you receive. When our new online membership system is introduced later this year you will be able to manage your communication preferences through this.

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| **Events, news and getting involved with the Inn** | **Email** | **Post** | **Telephone** | **SMS** |
| Information about events held at the Inn (e.g. the garden party, guest lectures, seminars, music nights and CPD training sessions). | □ | □ | □ | □ |
| Information about the Inn’s events held on your Circuit(s). | □ | □ | □ | □ |
| News and updates about the Inn and the profession; and occasional requests for member feedback about how the Inn serves its members. | □ | □ | □ | □ |
| Additional news and updates relevant to your Circuit(s). | □ | □ | □ | □ |
| Information on how to get involved with the Inn, e.g. helping with interviews, providing training, joining committees. | □ | □ | □ | □ |

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| **The Middle Templar** | **Email** | **Post** |
| The Middle Templar magazine, with information about the Inn, its members, events and articles on subjects of interest. | □ | □ |

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| **Estates communications** | **Email** | **Post** |
| Information regarding premises to let. This may include residential, professional and commercial space including cellars, together with car, motorcycle and bicycle parking facilities. | □ | □ |

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| **Weekly Lunch Times** | **Email** |
| The weekly “Lunch Times” with information about menus in Hall. | □ |

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| **Scholarship Fund Appeal and Fundraising** | **Email** | **Post** | **Telephone** | **SMS** |
| Communications including information about the Scholarship Fund and about how to donate to it.  The Middle Temple Scholarship Fund helps to ensure that funds are available to support those who are talented enough to succeed at the Bar are not deterred by the financial cost. All funds raised will be used for scholarships as well as contributing to an Endowment Fund. | □ | □ | □ | □ |

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| **Third party events and offers relevant to the profession** | **Email** |
| Information about Temple Church, including events at the Church. | □ |
| Information about other Bar-related events, including events and training at the other Inns of Court, Bar Council and Bar Council International events and Specialist Bar Association events. | □ |
| Events and offers by other third parties who we deem to be relevant to the profession and of interest, including invitations to art fairs. | □ |

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| **Middle Temple Young Barristers’ Association (MTYBA)** | **Email** |
| All members who have been Called to the Bar automatically become members of MTYBA until 7 years post-pupillage. If you would like to receive emails about their events and available grants please opt-in here.  Please note, by ticking this box your contact details will be passed to MTYBA so that they can contact you directly. If you choose to opt out of MTYBA communications at any time please be aware that there may be a short delay in notifying MTYBA of this. | □ |