



THE HONOURABLE SOCIETY OF THE  
**MIDDLE TEMPLE**

# **DATA PROTECTION POLICY**

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## **1 Introduction**

- 1.1 This data protection policy ("policy") sets out how The Honourable Society of the Middle Temple ("we", "our", "us", "the Inn") handles the Personal Data of our customers, suppliers, employees, members, and other third parties.
- 1.2 This policy applies to all Personal Data that we Process regardless of the media on which that Personal Data is stored or whether it relates to past or present employees, members, customers, clients or supplier contacts, website users (as Data Subjects), or any other Data Subject.
- 1.3 This policy applies to all Staff, whether permanent, temporary, or casual. You must read, understand, and comply with this policy when Processing Personal Data on our behalf and attend training on its requirements. This policy sets out what we expect from you for the Inn to comply with Data Protection Law. Your compliance with this policy is mandatory. Related Policies and Privacy Guidelines are available to help you interpret and act in accordance with this policy. You must also comply with all such Related Policies and Privacy Guidelines. Any breach of this policy may result in disciplinary action being taken against you.
- 1.4 Where you have a specific responsibility in connection with Processing, such as capturing Consent, reporting a Personal Data Breach, or conducting a DPIA as referenced in this policy or otherwise, then you must comply with the Related Policies and Privacy Guidelines.
- 1.5 For the purposes of Data Protection Law, the Data Controller is The Honourable Society of the Middle Temple.
- 1.6 The DPO is responsible for overseeing this policy and, as applicable, developing Related Policies and Privacy Guidelines. Andrew Hopkin, the Director of Corporate Services, whose details are included at the end of this policy, holds that post. If you have any questions about the operation of this policy or Data Protection Law or if you have any concerns that this policy is not, or has not been, followed or have any requests concerning your Personal Data or any queries with regard to the Inn's Personal Data Processing practices then please contact the DPO.
- 1.7 In particular, you must always contact the DPO in the following circumstances:



- 1.7.1 if you are unsure of the lawful basis on which you are relying to Process Personal Data (including the legitimate interests relied upon by the Inn);
  - 1.7.2 if you need to rely on Consent and/or need to capture Explicit Consent;
  - 1.7.3 if you need to draft Privacy Notices;
  - 1.7.4 if you are unsure about the retention period for any Personal Data being Processed;
  - 1.7.5 if you are unsure about what security or other measures you need to implement to protect Personal Data;
  - 1.7.6 if there has been a Personal Data Breach;
  - 1.7.7 if you are unsure on what basis to transfer Personal Data outside the EEA;
  - 1.7.8 if you receive a request concerning any rights under Data Protection Law that are invoked by a Data Subject;
  - 1.7.9 whenever you are engaging in a significant new, or change in, Processing activity that is likely to require a DPIA or plan to use Personal Data for purposes other than those it was collected for;
  - 1.7.10 if you plan to undertake any activities involving Automated Processing including profiling or Automated Decision-Making;
  - 1.7.11 if you need help complying with applicable law (including Data Protection Law) when carrying out direct marketing activities; or
  - 1.7.12 If you need help with any contracts or other areas in relation to sharing Personal Data with third parties.
- 1.8 The following list of definitions of the technical terms used in this policy is intended to aid in its understanding. If you have any questions regarding these definitions then please get in touch with the Inn's DPO.



- 1.8.1 **Automated Decision-Making (ADM)** - when a decision is made that is based solely on Automated Processing (including profiling), which produces legal effects or significantly affects an individual. Unless certain conditions are met, Data Protection Law prohibits Automated Decision-Making but not Automated Processing.
- 1.8.2 **Automated Processing** - any form of automated processing of Personal Data consisting of the use of Personal Data to evaluate certain personal aspects relating to an individual, in particular to analyse or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location, or movements. Profiling is an example of Automated Processing.
- 1.8.3 **Consent** – an agreement that must be freely given, specific, informed and be an unambiguous indication of the Data Subject's wishes by which they, by a statement or by a clear positive action, signify agreement to the Processing of Personal Data relating to them.
- 1.8.4 **Data Controller** – The person/entity who decides when, why, and how the Inn Processes Personal Data. It is responsible for establishing the Inn's practices and policies in line with Data Protection Law. The Inn is the Data Controller of all Personal Data relating to its Personnel and Personal Data used in its business for its own operational purposes.
- 1.8.5 **Criminal Convictions Data** - means Personal Data relating to criminal convictions and offences and includes Personal Data relating to criminal allegations and proceedings.
- 1.8.6 **Data Privacy Impact Assessment (DPIA)** - tools and assessments used to identify and reduce risks associated with Processing activity.
- 1.8.7 **Data Protection Law** – the General Data Protection Regulation ('GDPR'), the Data Protection Act 2018 ('DPA2018'), and any other privacy or data protection laws (including any statutes, regulations, by-laws, ordinances, mandatory codes of conduct, or rules of common law or equity).



- 1.8.8 **Data Protection Officer (DPO)** – The person(s) responsible for ensuring that the Inn follows this policy, Related Policies and Privacy Guidelines, and complies with Data Protection Law.
- 1.8.9 **Data Subject/Service User** – An individual, the Personal Data of which is being held and/or Processed by the Inn (for example, a member, a client, an employee, or a supporter).
- 1.8.10 **DPA 2018** – the UK Data Protection Act 2018, which (among other functions) assists in transposing the GDPR into English law.
- 1.8.11 **EEA** – the 28 countries of the EU, and Iceland, Liechtenstein, and Norway.
- 1.8.12 **'Explicit' Consent** – A freely given, clear, specific, and informed agreement that is not just an action, by a Data Subject or Service User to the Processing of Personal Data about him/her. Explicit Consent is needed for Processing Special Category Personal Data.
- 1.8.13 **General Data Protection Regulation (GDPR)** – the General Data Protection Regulation (EU) 2016/679).
- 1.8.14 **Information Commissioner** – The UK supervisory authority responsible for implementing and overseeing Data Protection Law.
- 1.8.15 **Personal Data** - any information identifying a Data Subject or information relating to a Data Subject who is identifiable (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. Personal Data includes Special Categories of Personal Data and Pseudonymised Personal Data but excludes anonymous data or data that has had the identity of an individual permanently removed. Personal Data can be factual (for example, a name, email address, location, or date of birth) or an opinion about that person's actions or behaviour. Personal Data specifically includes, but is not limited to, name, marital status, date of birth, gender, home postal address, business postal address, email address/addresses, telephone numbers, bank account details, IP address, login data, username, password, communication preferences, etc.



- 1.8.16 **Personal Data Breach** - any act or omission that compromises the security, confidentiality, integrity, or availability of Personal Data or the physical, technical, administrative, or organisational safeguards that we or our third-party service providers put in place to protect it. The loss, or unauthorised access, disclosure, or acquisition, of Personal Data is a Personal Data Breach.
- 1.8.17 **Personnel** - all employees, workers, contractors, agency workers, consultants, members, and others.
- 1.8.18 **Privacy by Design** – implementing appropriate technical and organisational measures in an effective manner to ensure compliance with Data Protection Law.
- 1.8.19 **Privacy Guidelines** – the Inn’s privacy and Data Protection Law-related guidelines provided to assist in interpreting this policy and Related Policies are shown in the appendix.
- 1.8.20 **Privacy Notices (also referred to as Fair Processing Notices or Privacy Policies)** - separate notices setting out information provided to Data Subjects when the Inn collects Personal Data. These notices may take the form of general privacy statements applicable to a specific group of individuals (for example, employee privacy notices or the website privacy policy) or they may be stand-alone, one-time privacy statements covering Processing related to a specific purpose.
- 1.8.21 **Processing or Process** – any activity that involves the use of Personal Data. It includes obtaining, recording, or holding the data, or carrying out any operation or set of operations on the data, including organising, amending, retrieving, using, disclosing, erasing, or destroying it. Processing also includes transmitting or transferring Personal Data to third parties.
- 1.8.22 **Pseudonymised or Pseudonymisation** – replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person, to whom the data relates, cannot be identified without the use of additional information that is kept separately and securely.
- 1.8.23 **Special Categories of (or Special Category) Personal Data** – information revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade



union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data. The Inn will treat the following types of data as if they are Special Categories of Personal Data: race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about an individual's health, genetic data, and biometric data.



## **2 Data Processing**

- 2.1 The Inn collects Personal Data in a number of different ways: paper-based forms; emails; online forms, etc.
- 2.2 The Inn will only Process Personal Data lawfully, fairly, and in a transparent manner in relation to the Data Subject.
- 2.3 The Inn may only collect, Process, and share Personal Data fairly and lawfully and for specified purposes. Data Protection Law restricts our actions regarding Personal Data to specified lawful purposes. These restrictions are not intended to prevent Processing, but ensure that we Process Personal Data fairly and without adversely affecting the Data Subject.
- 2.4 Data Protection Law allows Processing for specific purposes, some of which are set out below:
  - 2.4.1 the Data Subject has given his or her Consent;
  - 2.4.2 the Processing is necessary for the performance of a contract with the Data Subject;
  - 2.4.3 to meet our legal compliance obligations;
  - 2.4.4 to protect the Data Subject's vital interests;
  - 2.4.5 to pursue our legitimate interests for purposes where they are not overridden because the Processing prejudices the interests or fundamental rights and freedoms of Data Subjects. The purposes for which we Process Personal Data on the grounds of legitimate interest are set out in applicable Privacy Notices.
- 2.5 The Personal Data that we collect will include your name, date of birth, a postal address, email addresses, your contact telephone number(s), education/employment information, and Criminal Convictions Data. We will also collect diversity monitoring information when you apply to join the Inn so that we can support the implementation of elements of our



strategic plan to attract the 'best and the brightest' to the profession regardless of individual circumstances.

- 2.6 The Inn may also collect information that may amount to Personal Data about/from your device when you visit our website, including (where available) your IP address, operating system, and browser type that we will use for system administration. Such Personal Data, although collected by the Inn's systems, will not be Processed or analysed in any other way save in connection with an attack on our website or social media services.
- 2.7 The Inn may also use and disclose other Personal Data in aggregate for research, marketing, and strategic development purposes. Further, the Inn is required to share some of your Personal Data with external bodies, such as equality and diversity information with the Bar Council and information in relation to admission and scholarships with the other Inns of Court.
- 2.8 The Inn may also ask you to complete surveys (both electronic and paper-based) used for research purposes, which you are not obliged to complete but which will be completely confidential and analysed anonymously. Once data from research has been analysed and published, it will be destroyed.
- 2.9 The Inn may have cause to contact you by letter, telephone, email, or otherwise in relation to the purposes specified in this policy. It is therefore of fundamental importance that you ensure that your contact details are kept up to date. This can be done online or by informing the Education & Training or Membership Departments at:  
[Education@middletemple.org.uk](mailto:Education@middletemple.org.uk), [Members@middletemple.org.uk](mailto:Members@middletemple.org.uk), or  
[Benches@middletemple.org.uk](mailto:Benches@middletemple.org.uk), depending upon your membership status.



### **3 Data collection**

#### **3.1 Informed Consent**

#### **3.2 Informed Consent means (broadly): -**

3.2.1 a Data Subject clearly understands why their Personal Data is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the Personal Data; and

3.2.2 then gives their Consent.

3.3 The Inn will ensure that Personal Data is collected within the boundaries defined in this policy. This applies to Personal Data that is collected in person or by completing a form, either paper-based or electronically.

3.4 When collecting Personal Data, the Inn will ensure that the Data Subject:

3.4.1 clearly understands why the Personal Data is needed;

3.4.2 understands what it will be used for and what the consequences are should the Data Subject decide not to give their Consent to Processing;

3.4.3 as far as reasonably possible, grants unambiguous Consent, either written or verbal, for Personal Data to be Processed;

3.4.4 is, as far as is reasonably practicable, competent enough to give Consent and has given so freely without any duress; and

3.4.5 has received sufficient information on why their Personal Data is needed and how it will be used.



## **4 Use of Personal Data**

- 4.1 The Inn regards the lawful and correct treatment of Personal Data as very important to successful working and to maintaining the confidence of those with whom we deal.
- 4.2 The Inn intends to ensure that Personal Data is treated lawfully and correctly. To this end, the Inn adheres to the principles relating to Processing of Personal Data set out in Data Protection Law, which require Personal Data to be:
  - 4.2.1 Processed lawfully, fairly, and in a transparent manner (Lawfulness, Fairness, and Transparency);
  - 4.2.2 collected only for specified, explicit, and legitimate purposes (Purpose Limitation);
  - 4.2.3 adequate, relevant, and limited to what is necessary in relation to the purposes for which it is Processed (Data Minimisation);
  - 4.2.4 accurate and, where necessary, kept up to date. It must be corrected or deleted without delay when inaccurate (Accuracy);
  - 4.2.5 not kept in a form that permits identification of Data Subjects for longer than is necessary for the purposes for which the data is Processed (Storage Limitation);
  - 4.2.6 Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction, or damage (Security, Integrity, and Confidentiality);
  - 4.2.7 not transferred to another country without appropriate safeguards being in place (Transfer Limitation); and
  - 4.2.8 made available to Data Subjects and allow Data Subjects to exercise certain rights in relation to their Personal Data (Data Subject's Rights and Requests).
  - 4.2.9 The Inn is responsible for, and must be able to demonstrate compliance with, the data protection principles listed above (Accountability).



4.3 The Inn will, through appropriate management and the strict application of criteria and controls:

4.3.1 observe fully the conditions regarding the fair collection and use of Personal Data;

4.3.2 ensure that Personal Data is secured by appropriate, technical, and organisational measures against unauthorised or unlawful Processing, and against accidental loss, destruction, or damage;

4.3.3 develop, implement, and maintain safeguards appropriate to its size, scope and business, available resources, the amount of Personal Data that it owns or maintains on behalf of others, and identified risks including use of encryption and Pseudonymisation where applicable;

4.3.4 regularly evaluate and test the effectiveness of its safeguards to ensure security of its Processing of Personal Data;

4.3.5 meet its legal obligations to specify the purposes for which Personal Data is used;

4.3.6 collect and Process appropriate Personal Data and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements;

4.3.7 ensure, as far as it is able, the quality of Personal Data that is used;

4.3.8 ensure that the rights of Data Subjects, about whom Personal Data is held, can be fully exercised (see the below section headed 'Your rights' in connection). These include the rights to:

(a) withdraw Consent to Processing at any time;

(b) receive certain information about the Data Controller's Processing activities;

(c) request access to their Personal Data that we hold;

(d) prevent our use of their Personal Data for direct marketing purposes;



- (e) ask us to erase Personal Data if it is no longer necessary in relation to the purposes for which it was collected or Processed or to rectify inaccurate data or to complete incomplete data;
- (f) restrict Processing in specific circumstances;
- (g) challenge Processing that has been justified on the basis of our legitimate interests or in the public interest;
- (h) request a copy of an agreement under which Personal Data is transferred outside of the EEA;
- (i) object to decisions based solely on Automated Processing, including profiling (ADM);
- (j) prevent Processing that is likely to cause damage or distress to the Data Subject or anyone else;
- (k) be notified of a Personal Data Breach that is likely to result in high risk to their rights and freedoms;
- (l) make a complaint to the supervisory authority; and
- (m) in limited circumstances, receive or ask for their Personal Data to be transferred to a third party in a structured, commonly used, and machine-readable format.

4.4 The Inn will use the Personal Data provided by you (or that is appropriately obtained from third-parties, which includes persons duly authorised by you to provide such Personal Data on your behalf) for the following purposes: -

- 4.4.1 to inform you about developments within or pertaining to the profession, particularly those relating to the Inn's regulatory functions;
- 4.4.2 to inform you about developments within the Inn, particularly membership activities and initiatives;



- 4.4.3 for the administration and management of membership records;
- 4.4.4 for the provision and administration of education and training services and events;
- 4.4.5 for the provision and administration of membership services events;
- 4.4.6 for the management and support of the Inn's Standing Committees (including access to papers and other information for Committee members);
- 4.4.7 for the processing of financial transactions and maintaining accounts;
- 4.4.8 for public relations and marketing purposes relating to the Inn;
- 4.4.9 for fundraising activities carried out by the Inn;
- 4.4.10 CCTV systems for the prevention and detection of crime within Middle Temple;
- 4.4.11 for the investigation of complaints; and
- 4.4.12 in any other respect that we may reasonably require in order to carry out the work of an Inn of Court.



## **5 Use of Special Categories of Personal Data**

- 5.1 The Inn is committed to ensuring that access to the Bar should be equally open to all, regardless of ethnicity, gender, disability, marital status, sexual orientation, religion/belief, or socio-economic background. In order to contribute toward the achievement of that aim, the Inn needs to monitor the data trends of those individuals entering the profession so that we can gain a better understanding of how people from a diverse range of backgrounds succeed in their chosen career. As such, the Inn will continue to hold diversity information, which may comprise Special Category Personal Data, against your membership record. There is no obligation on an individual to provide this information and your professional relationship with the Inn will not be hindered in any way if you do not. However, to help with our monitoring work, the Inn strongly encourages you to provide this information together with your application to join the Inn and to update it as circumstances change.
- 5.2 By submitting Special Category Personal data to the Inn, you Explicitly Consent to the collection and Processing of that data for the purposes described below in accordance with this policy and your rights under Data Protection Law.
- 5.3 The Inn will use the Special Category Personal Data provided by you for the purposes of diversity monitoring and other legal requirements. Such Personal Data will: -
- 5.3.1 be kept confidential within the Inn;
  - 5.3.2 be destroyed if you are not Called to the Bar within the statutory/regulatory time period stipulated from time to time by the Bar Standards Board or its successors, are disbarred, or you request that such Personal Data is destroyed/erased; and
  - 5.3.3 not be released in a form that will identify an individual. Anonymised analyses may be published by the Inn in any format and on any medium.
- 5.4 If the Inn changes any of these purposes then you will be notified as soon as possible. If, after receipt of the details of the new or additional Processing, you wish the Inn to destroy/erase your Personal Data (including any Special Category Personal Data) then this will be carried out and confirmed to you. See also the section headed 'Your rights' regarding the right of erasure.



5.5 If you require any information as to why the Inn gathers and Processes diversity information (including Personal/Special Category Personal Data) from you, please contact one of the following depending on your membership status: -

5.5.1 Education & Training Department at: [Education@middletemple.org.uk](mailto:Education@middletemple.org.uk);

5.5.2 Membership Services Department at: [Members@middletemple.org.uk](mailto:Members@middletemple.org.uk) or [Benchers@middletemple.org.uk](mailto:Benchers@middletemple.org.uk)



## 6 Use of 'Cookies'

- 6.1 We use 'cookies' on our websites. A 'cookie' is a small piece of information that is sent by a web server to a web browser that enables the server to collect information from the browser, for purposes including recognising a user's device and storing information about the user's preferences or past actions. This small piece of information will be revealed to us when you visit the Inn's websites and may amount to Personal Data. You can find out more information about 'cookies' at: <http://www.allaboutcookies.org>.
- 6.2 The Inn uses 'cookies' to identify you when you visit our websites and to monitor your use of those sites. Other than as stated in this data protection policy, the Inn does not use 'cookies' to collect any other information about you.
- 6.3 All websites must obtain your explicit agreement before they set a 'cookie' on your computer or other internet-enabled device. You should be aware that most web browsers allow you to turn off 'cookies' or to receive a warning before a 'cookie' is stored on your device. Please refer to your browser instructions or help screen to learn more about how to do this. Please note however that, if you disable any 'cookies' that the Inn's websites place on your device, you may not be able to use certain services or facilities on our websites.



## **7 Internet-based data transfers**

- 7.1 Given that the internet is a global medium, using the internet to collect and Process Personal Data necessarily involves the transmission of Personal Data on an international basis. Therefore, by browsing the Inn's websites and communicating electronically with us, you acknowledge and Consent to the Inn Processing Personal Data in this way. The Inn will endeavour at all times to protect all Personal Data collected through our websites and social media channels in accordance with Data Protection Law and this policy.



## **8 Social Media**

- 8.1 The Inn uses various social media channels in order to disseminate information to its members and 'followers'. Although the Personal Data contained within an individual's social media content is held by that individual's social media provider, the Inn has access to it and has the ability to record it in order to carry out analysis. Such Personal Data will be held in accordance with Data Protection Law.
- 8.2 When engaging with the Inn's social media channels, you are using the services of a third-party provider. You will therefore be subject to the data protection policies of those organisations in addition to those of the Inn. Such third-party providers are outside of our control and are not covered by this policy.



## **9 Other websites**

- 9.1 The Inn's websites and social media channels may contain links to third-party sites that are outside our control and are not covered by this policy. If you access other websites and social media channels using the links that are provided, the operators of these websites/channels may collect Personal Data from you that will be used by them in accordance with their own data protection policies. These may be different from those of the Inn. Therefore, if you use any of these links to leave our websites and social media channels and visit those that are provided by third-parties, the Inn cannot be responsible for the protection and privacy of any Personal Data that you provide whilst visiting those websites. Please check the appropriate policies before you submit your Personal Data to such websites and social media channels.



## **10 Disclosures and sharing Personal Data**

- 10.1 The Inn may share data with other agencies such as a local authorities, HMRC, funding bodies, and other agencies connected with the Bar, such as the other Inns of Court, the Bar Council, the Circuits, and Specialist Bar Associations, to be able to keep records up-to-date and to administer your relationship with them.
- 10.2 Generally, we will not share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.
- 10.3 We will only share the Personal Data we hold with another employee, other agencies (such as a local authority), HMRC, funding bodies, and other agencies connected with the Bar (such as the other Inns of Court, the Bar Council, the Circuits, and Specialist Bar Associations), if the recipient has a job-related need to know the Personal Data and the transfer complies with any applicable cross-border transfer restrictions.
- 10.4 We will only share the Personal Data we hold with third parties, such as our service providers, if:
  - 10.4.1 they have a need to know the Personal Data for the purposes of providing the contracted services;
  - 10.4.2 sharing the Personal Data complies with the Privacy Notice provided to the Data Subject and, if required, the Data Subject's Consent has been obtained;
  - 10.4.3 the third party has agreed to comply with the required data security standards, policies, and procedures and put adequate security measures in place;
  - 10.4.4 the transfer complies with any applicable cross-border transfer restrictions; and
  - 10.4.5 a fully executed written contract that contains Data Protection Law-compliant third party clauses has been obtained.
- 10.5 The Data Subject will be made aware in most circumstances how and with whom their Personal Data will be shared. There are circumstances where Data Protection Law allows



the Inn to disclose data (including Special Category Personal Data) without the Data Subject's Explicit Consent.

10.6 These circumstances are:

10.6.1 carrying out a legal duty or as authorised by the Secretary of State;

10.6.2 protecting the vital interests of a Data Subject or other person;

10.6.3 the Data Subject has already made the Personal Data public;

10.6.4 conducting any legal proceedings, obtaining legal advice, or defending any legal rights;

10.6.5 monitoring for diversity purposes – i.e. race, disability, or religion;

10.6.6 providing a confidential service where the Data Subject's Explicit Consent cannot be obtained or where it is reasonable to proceed without such Consent: e.g., where the Inn would wish to avoid forcing stressed or ill Data Subjects to provide Consent signatures.

10.7 Data Protection Law restricts data transfers to countries outside the EEA to ensure that the level of data protection afforded to individuals by Data Protection Law is not undermined.

10.8 The Inn will only transfer Personal Data outside the EEA if one of the following conditions applies:

10.8.1 the European Commission has issued a decision confirming that the country to which we transfer the Personal Data ensures an adequate level of protection for the Data Subject's rights and freedoms;

10.8.2 appropriate safeguards are in place such as binding corporate rules (BCR), standard contractual clauses approved by the European Commission, an approved code of conduct, or a certification mechanism, a copy of which can be obtained from the DPO;



- 10.8.3 the Data Subject has provided Explicit Consent to the proposed transfer after being informed of any potential risks; or
- 10.8.4 the transfer is necessary for one of the other reasons set out in Data Protection Law, including the performance of a contract between us and the Data Subject, reasons of public interest, to establish, exercise, or defend legal claims, or to protect the vital interests of the Data Subject where the Data Subject is physically or legally incapable of giving Consent and, in some limited cases, for our legitimate interest.



## **11 Data storage and security**

- 11.1 The Inn will take all necessary steps to ensure that your Personal Data is treated securely and in accordance with this policy. All of the Inn's Personnel are personally responsible for maintaining confidentiality with regard to Personal Data and ensuring that such Personal Data is Processed only for the specified purposes for which it is collected. The Inn provides continuing education and training to its Personnel about their obligations under this policy and Data Protection Law. Additionally, only certain Personnel members will have access to particular Personal Data in order to be able to carry out their work roles.
- 11.2 Personal Data will only be stored for as long as it is needed or required and will be disposed of appropriately.
- 11.3 All Personal Data that you provide to the Inn is stored on secure servers, both at the Inn and at our approved third-party locations consistent with the Inn's IT management and business continuity plans. No Personal Data is held in offsite servers outside the EEA.
- 11.4 All payment transactions carried out electronically with the Inn will be encrypted using SSL technologies. Card details will not be retained following the completion of online transactions but account details will be held in order to manage and administer any continuing financial relationship with the Inn that the individual has Consented to.
- 11.5 Unfortunately, the transmission of information via the internet is not completely secure. Although the Inn will do its best to protect your Personal Data, we cannot guarantee the security of your Personal Data transmitted to our website or by email. As such, any transmission is at your own risk. Once your Personal Data has been received, we will use our procedures and security measures to ensure, as far as is possible, that there is no unauthorised access to that Personal Data.
- 11.6 It is the responsibility of the Inn to ensure that all Personal Data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party or otherwise disposed of.
- 11.7 In the event of a Personal Data Breach, we have put in place procedures to deal with any suspected Personal Data Breach and will notify Data Subjects or any applicable regulator where we are legally required to do so.



- 11.8 If you know or suspect that a Personal Data Breach has occurred, do not attempt to investigate the matter yourself. Immediately contact the DPO. You should preserve all evidence relating to the potential Personal Data Breach.



## **12 Data access and accuracy**

12.1 All Data Subjects have the right to access the Personal Data that the Inn holds about them. The Inn will also take reasonable steps to ensure that this Personal Data is kept up-to-date by asking Data Subjects, on a periodic basis, whether or not there have been any changes to their Personal Data.

12.2 In addition, the Inn will ensure that:

12.2.1 it has a “Data Protection Officer” with specific responsibility for ensuring compliance with Data Protection matters (see the details set out above and below regarding the Inn’s current DPO);

12.2.2 everyone Processing Personal Data understands that they are contractually responsible for following good data protection practice;

12.2.3 everyone Processing Personal Data is appropriately trained to do so;

12.2.4 everyone Processing Personal Data is appropriately supervised;

12.2.5 anybody wanting to make enquiries about handling Personal Data knows what to do;

12.2.6 it deals promptly and courteously with any enquiries about handling Personal Data;

12.2.7 it describes clearly how it handles Personal Data;

12.2.8 it will regularly review and audit the ways it holds, manages, and uses Personal Data;

12.2.9 it regularly assesses and evaluates its methods and performance in relation to handling Personal Data; and

12.2.10 all staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them.



## **13 Data deletion and destruction**

- 13.1 In accordance with Data Protection Law, the Inn will retain your Personal Data for no longer than is required for its Processing as set out in this policy and otherwise in applicable Privacy Notice(s). In particular, the Inn will not keep Personal Data in a form that permits the identification of the Data Subject for longer than needed for the legitimate business purpose or purposes for which we originally collected it including satisfying any legal, accounting, or reporting requirements.
- 13.2 The Inn has devised a series of departmental 'Retention Schedule[s]' that give guidance to the Inn's Personnel on the length of time that certain Personal Data must be retained before it is deleted and destroyed. Different Processing activities by departments require different retention schedules.
- 13.3 As your membership of the Inn is for life, unless you apply to resign your membership or are disbarred from professional practice, the Inn will retain your Personal Data until you cease to be a member.
- 13.4 In the case of members who do not pursue a career at the Bar, whether self-employed or employed, then the Inn will retain your Personal Data unless you request its deletion. This is to facilitate management of membership records within Middle Temple and with the other Inns of Court, potential fundraising activities where you have Consented to receive such information, and for statistical purposes. The Inn will delete all information (including Personal Data) except that which is already in the public domain, i.e. details of your admission to membership and, if relevant, your Call to the Bar.
- 13.5 The Inn may also retain some Personal Data permanently for historical purposes, such as your name and date of Call to the Bar, which is already in the public domain.



## **14 Accountability**

14.1 The Inn implements appropriate technical and organisational measures in an effective manner, to ensure compliance with data protection principles. The Inn is responsible for, and must be able to demonstrate, compliance with the data protection principles.

14.2 To this end, the Inn maintains adequate resources and controls in place to ensure and to document compliance of Data Protection Law including:

14.2.1 appointing a suitably qualified DPO (as set out in this policy) accountable for data privacy;

14.2.2 implementing Privacy by Design when Processing Personal Data and completing DPIAs where Processing presents a high risk to the rights and freedoms of Data Subjects;

14.2.3 integrating data protection into internal documents including this policy, Related Policies, Privacy Guidelines, and Privacy Notices;

14.2.4 regularly training Personnel on Data Protection Law, this policy, Related Policies, and Privacy Guidelines and data protection matters including, for example, Data Subject's rights, Consent, legal basis for Processing, DPIA, and Personal Data Breaches. The Inn will also maintain a record of training attendance by Personnel; and

14.2.5 regularly testing the privacy measures implemented and conducting periodic reviews and audits to assess compliance, including using results of testing to demonstrate compliance improvement effort.



## **15 Record keeping**

- 15.1 Data Protection Law requires the Inn to keep and maintain accurate corporate records reflecting our Processing including records of Data Subjects' Consents and procedures for obtaining Consents.
- 15.2 These records include, the name and contact details of the Inn and the DPO, clear descriptions of the Personal Data types, Data Subject types, Processing activities, Processing purposes, third-party recipients of the Personal Data, Personal Data storage locations, Personal Data transfers, the Personal Data's retention period, and a description of the security measures in place.



## **16 Training and Audit**

- 16.1 We are required to ensure all Personnel have undergone adequate training to enable them to comply with Data Privacy Law. We must also regularly test our systems and processes to assess compliance.



## 17 Privacy by Design and Data Protection Impact Assessment (‘DPIA’)

- 17.1 We are required to implement Privacy by Design measures when Processing Personal Data by implementing appropriate technical and organisational measures (like Pseudonymisation) in an effective manner, to ensure compliance with data privacy principles.
- 17.2 We must assess what Privacy by Design measures can be implemented on all programmes, systems, or processes that Process Personal Data by taking into account the following:
  - 17.2.1 the state of the art;
  - 17.2.2 the cost of implementation;
  - 17.2.3 the nature, scope, context, and purposes of Processing; and
  - 17.2.4 the risks of varying likelihood and severity for rights and freedoms of Data Subjects posed by the Processing.
- 17.3 We will also conduct DPIAs in respect to high-risk Processing.
- 17.4 We will conduct a DPIA under the management of the DPO when implementing major system or business change programs involving the Processing of Personal Data including:
  - 17.4.1 use of new technologies (programs, systems, or processes), or changing technologies (programs, systems, or processes);
  - 17.4.2 automated Processing including profiling and ADM;
  - 17.4.3 large-scale Processing of Special Categories of Personal Data or Criminal Convictions Data; and
  - 17.4.4 large-scale, systematic monitoring of a publicly accessible area.



17.5 A DPIA must include:

- 17.5.1 a description of the Processing, its purposes, and the Data Controller's legitimate interests if appropriate;
- 17.5.2 an assessment of the necessity and proportionality of the Processing in relation to its purpose;
- 17.5.3 an assessment of the risk to individuals; and
- 17.5.4 the risk mitigation measures in place and demonstration of compliance.



## 18 Automated Processing (including profiling) and Automated Decision-Making ('ADM')

- 18.1 Generally, ADM is prohibited when a decision has a legal or similar significant effect on an individual unless:
- 18.1.1 a Data Subject has provided Explicit Consent;
  - 18.1.2 the Processing is authorised by law; or
  - 18.1.3 the Processing is necessary for the performance of or entering into a contract.
- 18.2 If certain types of Special Category Personal Data or Criminal Convictions Data are being Processed, then the second and third grounds above will not be appropriate, but the Special Category Personal Data and Criminal Convictions Data can be Processed where it is necessary (unless less intrusive means can be used) for substantial public interest, like fraud prevention.
- 18.3 If a decision is to be based solely on Automated Processing (including profiling), then we will inform Data Subjects when we first communicate with them of their right to object. This right will be explicitly brought to their attention and presented clearly and separately from other information. Further, suitable measures will be put in place to safeguard the Data Subject's rights and freedoms and legitimate interests.
- 18.4 We will also inform the Data Subject of the logic involved in the decision-making or profiling, the significance and envisaged consequences, and give the Data Subject the right to request human intervention, express their point of view, or challenge the decision.
- 18.5 A DPIA must be carried out before any Automated Processing (including profiling) or ADM activities are undertaken.



## **19 Your rights**

19.1 Under certain circumstances, you have rights under Data Protection Law in relation to your Personal Data. These rights are to:

19.1.1 request access to your Personal Data;

19.1.2 request correction of your Personal Data;

19.1.3 request erasure of your Personal Data;

19.1.4 object to Processing of your Personal Data;

19.1.5 request restriction of Processing your Personal Data;

19.1.6 request transfer of your Personal Data; and

19.1.7 withdraw Consent.

19.2 Further detail may be provided in relevant Privacy Notice(s).

19.3 If you wish to exercise any of the rights set out above, please contact the Inn's DPO, either by email or by post using the contact details shown below.

19.4 Marketing communications

19.4.1 You have a right to ask the Inn not to Process your Personal Data for marketing purposes. At the time of collecting your Personal Data, the Inn will seek your Consent to the Processing of that Personal Data for electronic direct marketing, either by the Inn or by an approved third-party organisation. You can exercise your right to prevent such Processing by using the 'unsubscribe' link at the bottom of marketing communications that you receive from the Inn. Alternatively, you can opt-out of all such marketing communications by completing or updating your communications preferences online or by informing the relevant department depending upon your membership status, as below: -



- (a) Education & Training Department at: [Education@middletemple.org.uk](mailto:Education@middletemple.org.uk)
- (b) Membership Services Department at: [Members@middletemple.org.uk](mailto:Members@middletemple.org.uk) or [Benchers@middletemple.org.uk](mailto:Benchers@middletemple.org.uk)

## 19.5 Access to your Personal Data

- 19.5.1 Data Protection Law affords you the right of access to the Personal Data that the Inn holds about you. Accessing your Personal Data will not usually attract an administration charge. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we could refuse to comply with your request in these circumstances. In either case, you will be informed.
- 19.5.2 We may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Data (or to exercise any of your other rights). This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up/assist our response.
- 19.5.3 We try to respond to all legitimate requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.
- 19.5.4 If you wish to exercise this right to access the Personal Data that the Inn holds about you, you should submit a 'Subject Access Request' to the Inn's DPO, either by email or by post using the contact details shown below.
- 19.5.5 If it then transpires that some or all of the Personal Data that we hold about you is inaccurate or incorrect, you should then inform the Inn immediately so that the affected Personal Data can be amended.



## 20 Data protection management

- 20.1 This policy will be reviewed periodically and no less than annually and updated as necessary to reflect best practice in data management, security, and control, and to ensure compliance with any changes or amendments made to Data Protection Law.
- 20.2 This policy does not override any Data Protection Law.
- 20.3 This version was last updated on 6 December 2018.
- 20.4 In case of any queries or questions in relation to this policy please contact the Inn's DPO:

Andrew Hopkin  
Director of Corporate Services  
The Honourable Society of the Middle Temple,  
Middle Temple Treasury,  
Ashley Building,  
Middle Temple Lane,  
London.  
EC4Y 9BT

Tel: 020 74274800

Email: [Data.Protection@middletemple.org.uk](mailto:Data.Protection@middletemple.org.uk)

Signed	<i>Andrew Hopkin</i>
Position	<i>Director of Corporate Services</i>
Date	<i>18. xii. 2019</i>
Review Date	<i>December 2020</i>



## **21 APPENDIX: PRIVACY POLICY**

The following privacy policy can be found on the Inn's website.



## **INTRODUCTION**

Welcome to The Honourable Society of the Middle Temple's privacy policy.

The Honourable Society of the Middle Temple ('the Inn') respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

This privacy policy is provided in a layered format so that you can click through to the specific areas set out below. Alternatively, you can also download a PDF version of the policy from our website. Please also use the Glossary at the end of this policy to understand the meaning of some of the terms used throughout this document.

1. [IMPORTANT INFORMATION AND WHO WE ARE](#)
  2. [THE DATA WE COLLECT ABOUT YOU](#)
  3. [HOW IS YOUR PERSONAL DATA COLLECTED](#)
  4. [HOW WE USE YOUR PERSONAL DATA](#)
  5. [DISCLOSURES OF YOUR PERSONAL DATA](#)
  6. [INTERNATIONAL TRANSFERS](#)
  7. [DATA SECURITY](#)
  8. [DATA RETENTION](#)
  9. [YOUR LEGAL RIGHTS](#)
  10. [GLOSSARY](#)
-



## **1. IMPORTANT INFORMATION AND WHO WE ARE**

### **PURPOSE OF THIS PRIVACY POLICY (OR PRIVACY NOTICE)**

This privacy policy aims to provide you with information regarding how the Inn collects and processes your personal data through your use of this website, including any data that you may provide through our websites, [www.middletemple.org.uk](http://www.middletemple.org.uk) and [www.middletemplevenue.org.uk](http://www.middletemplevenue.org.uk).

Our websites are not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy policy together with our Data Protection Policy and any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy policy supplements the other notices and is not intended to override them.

### **DATA CONTROLLER**

The Inn is a data controller and is therefore responsible for your personal data (referred to as, “we”, “us” or “our” in this privacy policy).

We have appointed a data protection officer (DPO), who is responsible for overseeing questions in relation to this privacy policy. If you have any questions about this privacy policy, including any requests to exercise your legal rights, please contact the DPO using the details set out below.

### **DPO CONTACT DETAILS**

Andrew Hopkin  
Director of Corporate Services  
The Honourable Society of the Middle Temple  
Middle Temple Treasury  
Ashley Building  
Middle Temple Lane  
London  
EC4Y 9BT  
Tel: 020 74274800  
Email: [Data.Protection@middletemple.org.uk](mailto:Data.Protection@middletemple.org.uk)

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please do contact us in the first instance.



## **CHANGES TO THE PRIVACY POLICY AND YOUR DUTY TO INFORM US OF CHANGES**

This version was last updated on 6 December 2018 and historic versions can be obtained by contacting us.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

## **THIRD-PARTY LINKS**

Our privacy policy applies only to the Inn's websites and social media channels. Our websites may include links to third-party websites, social media channels, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## **SOCIAL MEDIA**

When engaging with the Inn's social media channels you are using the services of a third-party provider. You will therefore be subject to the data protection policies of those organisations in addition to those of the Inn. Such third-party providers are outside of our control and are not covered by this privacy policy.



## **2. THE DATA WE COLLECT ABOUT YOU**

Personal data (or personal information) means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you, which we have grouped together as follows:

- **Identity Data** includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- **Contact Data** includes home address, work address, billing address, delivery address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of services you have arranged with us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Profile Data** includes your username and password, purchases or orders made by you, your interests, preferences, educational profile (particularly, which university you attended and what grades were achieved), references from third-parties in support of admission to membership, career progression information (pupillage and tenancy details), feedback and survey responses.
- **Usage Data** includes information about how you use our website and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and our third parties and your communication preferences.

We also collect, use and share **Aggregated Data** such as statistical or demographic data for the purposes of research, marketing, and strategic development. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does **not** directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy policy.

We may need to collect **Special Categories of Personal Data** about you (including details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data) for the purposes of member application, diversity monitoring and in connection with other legal requirements. We may also



need to collect information relating to criminal convictions and offences, which may include personal data relating to criminal allegations and proceedings (**Criminal Convictions Data**).

By submitting Special Category Personal Data and/or Criminal Convictions Data to the Inn, you explicitly consent to the collection and processing of that data for the purposes described above and at section 4 ('How we will use your personal data') below.

#### **IF YOU WOULD PREFER NOT TO PROVIDE PERSONAL DATA**

Where we need to collect personal data by law, or under the terms of a contract we have with you (including any membership application) and you choose not to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you. In this case, we may have to cancel a service you have arranged with us. We will notify you if this is the case at the time. Notwithstanding this, if you choose not to register or provide personal information, you can still visit most of the Inn's websites.



### **3. HOW IS YOUR PERSONAL DATA COLLECTED?**

We use different methods to collect data from and about you, including through:

- **Direct interactions.** You may give us your Identity, Contact and Financial Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
    - complete online enquiry forms;
    - apply for membership of the Inn or other services;
    - apply for a tenancy (either professional or residential) in one or more of the Inn's buildings;
    - booking events and lodgings;
    - use the library document delivery service;
    - create an account on our websites or registering to access member areas on the websites;
    - updating your details through our online update forms and communication preferences;
    - subscribe to any of our membership services or publications including our newsletters;
    - request marketing to be sent to you;
    - complete a survey; or
    - provide feedback.
  - **Automated technologies or interactions.** As you interact with our websites, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Your IP address and web browser details are used when you log in but are not stored when the session finishes, i.e. when you log off. Statistical information about IP addresses and browsers is also collected. Please see the section headed 'Cookies' for further details.
  - **Third parties or publicly available sources.** We may receive personal data about you from various third parties and public sources as set out below:
    - Technical Data from the following parties:
      - analytics providers such as Google based outside the EU;
      - advertising networks; and
      - search information providers.
    - Contact, Financial and Transaction Data from providers of technical, payment and delivery services.
    - Identity and Contact Data from data brokers or aggregators.
    - Identity and Contact Data from publicly available sources.
-



#### **4. HOW WE USE YOUR PERSONAL DATA**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform a contract (including membership agreement) we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Please see the section immediately below, headed 'Purposes for which we will use your personal data', to find out more about the types of lawful basis that we will rely on to process your personal data.

Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending information that you have agreed to receive by updating your communications preferences with us. You have the right to withdraw consent to marketing at any time by contacting us.

#### **PURPOSES FOR WHICH WE WILL USE YOUR PERSONAL DATA**

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific legal ground we are relying on to process your personal data where more than one ground has been set out in the table below.

<b>Purpose/activity</b>	<b>Type of data</b>	<b>Lawful basis for processing including basis of legitimate interest</b>
To register you as a new member	(a) Identity (b) Contact (c) Graduate qualifications (d) References	Performance of a contract with you
To process and deliver membership application including: (a) manage payments, fees and charges (b) collect and recover money owed to us	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing & Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us)



To manage our relationship with you, which will include: (a) Notifying you about changes to our membership terms or privacy policy (b) Asking you to leave a review or take a survey	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to review how our members use our services)
To provide educational or training services to you as a member of the Inn	(a) Identity (b) Contact (c) Profile (d) Financial (e) Transaction (f) Usage	Performance of a contract with you
To enable you to complete a survey	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to review how members use our services, to develop those services and to grow our membership base)
To administer and protect the Inn and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running the Inn, provision of administration and IT services, network security, to prevent fraud) (b) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	Necessary for our legitimate interests (to study how members use the Inn's services, to develop them, to grow our membership offering and to inform our marketing strategy)
To use data analytics to improve our website, services, marketing, member relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to keep our website updated and relevant, to develop the Inn's services and to inform our marketing strategy)
To make suggestions and recommendations to you about membership services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	Necessary for our legitimate interests (to develop the Inn's services and grow our membership base)



## **MARKETING**

We strive to provide you with choices regarding certain personal data uses, particularly around marketing and advertising. To that end, we have established the following personal data control mechanisms:

### **Promotional offers from us**

We may use your Identity, Contact, Technical, Usage and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which membership and other services may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have completed the relevant section of your communications preferences or arranged services with us and, in each case, you have not opted out of receiving that marketing.

### **Third-party marketing**

We do not usually share information collected on our websites with any other organisations for marketing or commercial purposes. However, where we propose to do so, we will obtain your prior express opt-in consent. Please visit the Inn's [Data Protection page](#) for more information on what we share with Third Parties.

### **Opting out**

You can ask us or third parties to stop sending you marketing messages at any time by logging into the website and checking or unchecking relevant boxes to adjust your communications preferences, or by following the opt-out links on any marketing message sent to you or by contacting us at any time.

## **COOKIES**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. Please refer to your browser instructions or help screen to learn more about how to do this. Please note, however, that if you disable or refuse cookies, some parts of our websites may become inaccessible or not function properly and you may not be able to use certain services or facilities on our websites.

The Inn does not use cookies to collect personally identifiable information about you. It uses cookies to collect anonymous information to:

- Identify unique users
- Identify unique sessions
- Store information about users' sessions and campaigns

The Inn's websites use a limited number of third party suppliers to provide specific functionality.



Other than as stated in the Inn's Data Protection Policy, the Inn does not use cookies to collect any other information about you.

### **CHANGE OF PURPOSE**

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to obtain an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis that allows us to do this.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

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## **5. DISCLOSURES OF YOUR PERSONAL DATA**

We may have to share your personal data with the parties set out below for the purposes set out in the table in section 4 ('How we will use your personal data') above.

- Internal Third Parties as set out in the Glossary.
- External Third Parties as set out in the Glossary.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

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## **6. INTERNATIONAL TRANSFERS**

We do not routinely transfer your personal data outside the European Economic Area (**EEA**). However, as the Inn maintains links with a number of its international societies, the Inn will, with the data subjects explicit consent, transfer limited personal data to the appropriate international society. This will allow members to maintain links with local members as well as with the Inn during their career.

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## **7. DATA SECURITY**

We store your data on secure servers in the UK. Anonymous cookie information may be stored on servers outside the UK depending on the third party supplier. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

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## **8. DATA RETENTION**

### **HOW LONG WILL YOU USE MY PERSONAL DATA FOR?**

We will only retain your personal data for as long as necessary to fulfil the purposes that we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Details of retention periods for different aspects of your personal data are available in our retention policy, which you can request by contacting us.

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## **9. YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. This includes the right to:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

For further information on your rights or if you wish to exercise any of the rights set out above, please visit the Inn's Data Protection page or, alternatively, contact us.

### **NO FEE USUALLY REQUIRED**

You will not usually have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

### **WHAT WE MAY NEED FROM YOU**

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **TIME LIMIT TO RESPOND**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.



## **10. GLOSSARY**

### **LAWFUL BASIS FOR PROCESSING**

**Legitimate interest** means the interest of the Inn in conducting and managing its affairs to enable us to give you the best service and the best and most secure experience. We make sure we consider and balance any potential impact on you (both positive and negative) and your rights before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to do so by law). You can obtain further information about how we assess our legitimate interests against any potential impact on you in respect of specific activities by contacting us.

**Performance of contract** means processing your data where it is necessary for the performance of a contract to which you are a party (such as a membership application) or to take steps at your request before entering into such a contract.

**Comply with a legal or regulatory obligation** means processing your personal data where it is necessary for compliance with a legal or regulatory obligation that we are subject to.

### **THIRD PARTIES**

#### **Internal third parties**

Other parties acting as separate controllers or processors and who are based in the United Kingdom and provide IT and system administration services.

#### **External third parties**

- Service providers acting as processors based in the United Kingdom who provide IT and system administration services.
- The Bar Standards Board acting as processors and/or separate controllers based in the United Kingdom in order to facilitate regulation of the profession.
- Other Inns of Court (The Honourable Society of the Inner Temple, The Honourable Society of Lincoln's Inn, and The Honourable Society of Gray's Inn) acting as processors and/or separate controllers based in the United Kingdom to facilitate effective administration of the profession.
- The Council of the Inns of Court (COIC) based in the United Kingdom who administer conduct and disciplinary matters on behalf of the Inns of Court.
- Professional advisers acting as processors and/or separate controllers including solicitors, barristers, bankers, auditors, pension scheme consultants, construction professionals, and



insurers based in the United Kingdom who provide consultancy, banking, legal, insurance, and accounting services to facilitate effective management of the Inn.

- HM Revenue & Customs, regulators, and other similar authorities acting as processors and/or separate controllers based in the United Kingdom who require the reporting of processing activities in certain circumstances.
- Pension scheme providers and scheme actuaries, each acting as separate controllers, based in the United Kingdom, who provide pension scheme administration and actuarial services.

## YOUR LEGAL RIGHTS

You have the right to:

**Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

**Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data that you provide to us.

**Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons that will be notified to you, if applicable, at the time of your request.

**Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information that override your rights and freedoms.

**Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.



**Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

**Withdraw consent at any time** where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain services to you. We will advise you if this is the case at the time you withdraw your consent.