

# Fair Processing Statement for Applicants

We give every single case the care and attention it deserves.

## General

We want you to know that when you apply to our organisation you can trust us with your personal information. We are determined to do nothing that would infringe your rights or undermine your trust. This fair processing statement describes the information we collect about you, how it is used and shared, and your rights regarding it.

## Data controller

Ropewalk Chambers is registered with the Information Commissioner's Office (ICO) as a Data Controller for the personal data that we hold and process. Our registered address is:

24 The Ropewalk,  
Nottingham,  
NG1 5EF.

Our registration number is: Z6721594.

## Data Protection Manager

The Data Protection Manager is:

Tony Hill,  
Senior Clerk,  
Ropewalk Chambers,  
24 The Ropewalk,  
Nottingham,  
NG1 5EF.

Tel: 0115 947 2581

Mob: 07850 086097

Email: [tony@ropewalk.co.uk](mailto:tony@ropewalk.co.uk)

## Data collection

Most of the personal information that we hold about you will be provided by you when you apply to Ropewalk Chambers, and during any subsequent appointment. Other information may be obtained throughout the course of the application process, possibly from other sources.

## The lawful basis for processing your information

As a Data Controller, the law requires us to have a “lawful basis” or legally-recognised reason for processing your personal data. Your information is processed on the basis of legitimate interests and is necessary for establishing, managing or terminating your application and any subsequent appointment.

## Use of your information

We will use your information to administer your application and during any subsequent appointment.

We do not use automated decision-making in the processing of your personal data and we will never sell your personal data to a third party.

## Information collected

We may collect personal data about you which includes what the law calls “special categories” of personal data, such as:

- Name
- Date of birth
- Contact details
- Eligibility to work information
- Financial details, including National Insurance and HMRC information, banking and accountancy information
- Information relating to health and welfare
- Family and next-of-kin details

- CVs / resumés and applications
- References and interview notes
- Audio and visual recordings, CCTV footage (building access and security)
- Signatures
- Equality and diversity monitoring information
- Any other information necessary to Ropewalk Chambers' business purposes, which is voluntarily disclosed during the course of the application and any subsequent appointment.

We may need to collect and process biometric (e.g. fingerprint) information about you to allow you to pass through security or access controls at our premises, in which case, we will seek your consent.

### Information sharing

We may share your personal data internally and with contractors, consultants and third parties who may require such information to administer the application and any subsequent appointment, including parties that provide products or services to Chambers or on Chambers' behalf and parties that collaborate in the provision of such products or services.

Your information may be disclosed as permitted or required by law or regulatory requirements and / or to comply with valid legal processes, to protect the rights and property of Ropewalk Chambers, during emergency situations or where necessary to protect the safety of a person or group of persons and where the personal data is publicly available.

CCTV and biometric data may be collected for the protection of Ropewalk Chambers' premises. Such data is not generally shared with third parties unless there is suspicion of a crime, whereupon it may be shared with the police or other appropriate government agency or authority.

Audio and visual data may be collected for distribution at training and business development events and / or our website.

### Transfer to third countries

We will not transfer any of your personal data outside the United Kingdom or the European Economic Area.

## Retention

We will retain your personal data for the periods shown below:

Record type	Retention period
Applications for mini-pupillage	6 months after attendance
Mini-pupillage reports	5 years (in order to allow sufficient time to analyse reports in the event of an application for pupillage)
Applications for work experience / shadowing	6 months after attendance
Unsuccessful applications for pupillage	6 months after applicants notified of outcome
Successful applications for pupillage and reports during pupillage	6 months after completion of pupillage
Unsuccessful applications for tenancy	6 months after applicants notified of outcome
Successful applications for tenancy	Duration of tenancy
Biometric data	To be deleted immediately upon termination of appointment
Equality and diversity monitoring	3 years

## Your rights

You have a number of legal rights in relation to the personal data we hold about you. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies in the personal data we hold, or in some circumstances ask us to stop processing your details.

If we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred.

You have the right to complain to the UK supervisory authority for data:

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

[www.ico.org.uk](http://www.ico.org.uk)

### Accessing and correcting your information

You may request access to, correction of, or a copy of your personal information by contacting the Data Protection Manager.

### Security of your information

We are committed to ensuring that your personal information is secure. To prevent unauthorised access or disclosure, we have put in place appropriate physical, electronic and managerial procedures to safeguard and secure the information we collect.

### Updating this statement

We may occasionally update this statement, which we will publish on this website. We recommend that you check the website at regular intervals so you can keep track of any changes to this statement.