serle court

Section 2

Data about Members and staff of Chambers; those in Chambers temporarily such as pupils, consultants, secondees, those on work experience, and temporary staff; former Members and staff; and the next of kin, spouses, beneficiaries of Members, pupils and staff

	What we collect	Source	Purpose	Legal basis CONSENT AND	Recipients
Contact information (work)	Name Work address Landline/mobile phone or fax numbers Email addresses	Individual himself or herself Employer Recruitment agency	For contacting individuals where required in the individual's capacity as visitor, employee, member or former member Security and prevention of crime	Our legitimate interest in processing such information in the course of their visit, engagement, employment or membership Performance of a contract of employment or engagement	Clients Other professional advisers of Clients Other parties and/or their professional advisers involved in matters where required as part of the conduct of matters Other Members Government bodies (such as HMRC) Courts, tribunals, local authorities, where required as part of the conduct of matters UK regulatory and law enforcement bodies, where required of us under UK law or regulation Our service providers (such as data storage, typing, administrative support and audit) Compilers of legal directories (where you have agreed to be a referee)

	What we collect	Source	Purpose	Legal basis CONSENT AND	Recipients
Employment information	Position/Title Employment history and CV References from previous employers Professional specialisms Education, qualifications and qualification certificates Disciplinary records Performance records Appraisals Performance feedback Interview notes Languages spoken Practising certificate details and caveats Professional indemnity and compliance information Various test scores as appropriate – psychometric, situational judgment, professional qualifications Working patterns (days worked and non-work days)	Individual himself or herself Recruitment agency Previous employers Bar Standards Board/The Bar Council External training portals and testing/assessment bodies	In order to keep appropriate employment records For assessing continued suitability for their role For planning progression For compliance with any professional requirements relating to qualification or regulation and for the governance or regulation of Chambers	Our legitimate interest in processing such information in the course of employment or membership or practice management Performance of a contract of employment or engagement.	Clients Other professional advisers of Clients Other Members Other parties and/or their professional advisers involved in matters where required as part of the conduct of matters Our service providers (such as data storage, typing, administrative support and audit) Compilers of legal directories (where you have agreed to be a referee) Regulatory bodies that require to have compliance evidenced

Financial information	Bank details Transaction history Salary and benefits Life insurance Statement of wishes – death in service Pension Tax-related information National Insurance number Payroll documentation - P45 / P60 / P11D	Individual himself or herself	To pay or compensate the individual In order to keep appropriate employment records In order to allow the individual to receive pension and other benefits In order to allow nominated family members or beneficiaries to receive benefits or insurance funds	Our legitimate interest in processing such information in the course of their employment or membership The individual's legitimate interest in being paid as an employee or membership Performance of a contract of employment or engagement	Our bank Accountants/auditors Third party payroll processors Government bodies (such as HMRC)
ID document information	Information contained in or provided to us as part of our recruitment or take on process. This includes details included in copy personal photo and residential ID documents we receive Visa documentation (right to work in the UK)	Individual himself or herself Recruitment agency	For obtaining/verifying evidence of identity In order to keep appropriate employment records In order to confirm that the individual is entitled to work in the UK Security and prevention of crime	Our legitimate interest in processing such information in the course of their employment or engagement Compliance with a legal or regulatory obligation	Our bank Government bodies (such as HMRC) UK regulatory and law enforcement bodies, where required of us under UK law or regulation Our service providers (such as data storage, typing, administrative support and audit)
Criminal record	DBS check (basic disclosure)	Third party service provider	To satisfy our legal and regulatory obligations Security and	Our legitimate interest in processing such information in the course of their employment or engagement	Third party service provider UK regulatory and law enforcement bodies, where required of us under UK law or regulation

			prevention of crime	Compliance with a legal obligation	
Photographic or video images and security card reports	Images via CCTV, including work areas or via photography at marketing events Entrance/exit dates/times Movement within the building via security card system	Individual himself or herself Any CCTV Our door access control system Our staff or engaged photographers	Security and prevention of crime Marketing	Our legitimate interest in maintaining a safe environment and in preventing and detecting crime Our legitimate interest in processing such information in the course of their employment or engagement	Law enforcement authorities Those engaged to create marketing collateral involving our imagery