QUEEN SQUARE
CHAMBERS

Fair Processing Notice for Prospective Pupils

Queen Square Chambers collect data and information about our prospective pupils so that we can assess your suitability. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of prospective pupils. This information will enable you to make an informed choice about whether or not you choose to apply for a position at Queen Square Chambers.

We will always make sure that our prospective employee's information is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

Queen Square Chambers
56 Queen Square
Bristol
BS1
4PR
T: 01179 211 966

What data do we process?

We process the following personal data:

- Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, biometric photo, passport number);
- Name, address and date of birth;
- Work experience, education and skills;
- A record of the information that is provided to us, including any data on ethnicity, religious beliefs, political views, trade union membership, sex life or sexuality or genetic/biometric information and any data revealing your physical or mental health;
- Any criminal convictions or offenses, including cautions;
- Documentary evidence of any relevant qualifications;
- A copy of each reference obtained for you; and
- Data revealing your ethnicity and any disability for our Equality and Diversity programme.

We obtain this information from you when you apply directly to us.

We collect information about our prospective pupils when they apply a position with us and we process it during the selection process. If you are a successful candidate, the personal data collected and processed will become part of your HR file.

Why do we need to process personal data on our prospective pupils?

We need to process personal data about our prospective pupils in order to assess your suitability as a candidate, to fulfil our legal obligations and in case of any employment tribunal claims.

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Our legal basis for processing personal data

By law, we need a legal basis for processing the personal data we will request from you. We will process your data using the legal basis of consent, legal obligation and legitimate interests.

Consent

Consent is given where we ask you for permission to use your information in a specific way and you agree to this. Where we use your information for a purpose based on consent, you have the right to withdraw consent for this purpose at any time. For example, you apply for a position with us because you wish to.

Legal obligation

We have a basis to use your personal information where we need to do so to comply with one of our legal or regulatory obligations. For example, we need to check that you have the right to work in the UK.

Legitimate interests

We have a basis to use your personal information if it is reasonably necessary for us to do so and in our “legitimate interests” (provided that what the information is used for is fair and does not unduly impact your rights).

For example, we have a legitimate interest to keep your personal data on our systems in order to keep it secure, process it and to provide you with a service.

We only rely on legitimate interests where we have considered any potential impact on you, whether or not our processing is excessive and that our processing does not override your rights.

You have the right to object to our processing your personal data because of our legitimate interests. Please contact us if you have any concerns.

Special Categories of Data

Special categories of personal data are data revealing race/ethnic origin, religious beliefs, political views, trade union membership, sex life or sexual orientation, health or genetic/biometric information. We will process this type of information about you only if we are required to do so and if we have a specific exemption under the GDPR, which are: your explicit consent or if we are required to do so for employment law purposes.

We process the following data because we have a **legal obligation for employment law purposes** to do so. We cannot employ you without this data.

- Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, biometric photo, passport number);

We process the following personal data due to our **legal obligation** to share it

- The Home Office for the right to work checks, if required

We process the following personal data with the **explicit consent** of the prospective employee for Equality and Diversity purposes and you have the right to withdraw your consent at any time:

- data revealing racial background or health

We process the following personal data with the **explicit consent** of the prospective employee, if the prospective employee needs reasonable adjustments in order to attend for an interview and you have the right to withdraw your consent at any time:

- data concerning health

In the case of any disputes, we will process the following personal data because we have a **legitimate interest** and the processing is necessary for the establishment, exercise or defence of legal claims:

- all personal data will be shared, as required, with our legal advisors and our insurers

We will process the following personal data because it is **a legitimate activity**:

- collect your personal data during the selection process to assess your suitability;
- hold your application and all data collected during the selection process for six months in the unlikely event of any employment tribunal claims;
- store your personal data securely on servers and in the cloud;
- require documentary evidence of any relevant qualifications; and
- obtain references for you.

You have the right to object to our process because of our legitimate interests.

Please contact us if you have any concerns.

We will process the following personal data with your **consent** and you have the right to withdraw your consent at any time:

- Your application to us; and
- We will hold your application for twelve months if you are not successful and wish us to hold your application for any future positions.

How long do we hold the personal data of our prospective pupils?

We hold all records of an unsuccessful prospective pupil for twelve months in the unlikely event of any employment tribunal claims.

If you are successful, your application will become part of your file.

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Who do we share prospective employee data with?

We share data with:

- The Home Office for right to work checks, if required;
- Our insurance providers, if required;
- Our legal advisors, if required;
- Barristers at Queen Square Chambers; and
- Our software and cloud service providers.

Data transfers out of the EU or EEA

We do not transfer any personal data of pupils out of the EU or EEA.

Automated decision making

No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Rights of prospective pupils under the GDPR

<u>Your rights</u>

You have rights in respect of our processing of your personal data which are:

- To access your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
    - we no longer need it;

  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance. You may also contact the Information Commissioner's Office at https://ico.org.uk/concerns/.

Last reviewed: 5th December 2025
Next review: 5th December 2028