

# ADMISSION

Version 1.4  
July 2023



THE HONOURABLE SOCIETY OF  
THE INNER TEMPLE



Dear Applicant,

### Membership of the Inner Temple

Please find below the application for The Honourable Society of the Inner Temple. Please read the forms and guidance thoroughly as we are only able to process fully completed admission forms. Applications should be submitted to the Inn **at least** 12 weeks before the start of your Bar Course.

The admission forms refer to the Memorandum of Understanding agreed with the Bar Standards Board, Council of the Inns of Court and other Inns of Court a full copy of the Rules can be found [on the Bar Standards Board website](#).

You may also be interested in reading the Bar Council page on [becoming a barrister](#) and the [Inner Temple Guide to Becoming a Barrister](#), which can be found on our respective websites - both contain useful information on:

- Bar Course Scholarships Awards – please note that the deadline for Bar Course Awards is the first Friday in November of the year **before** you begin the Bar Course.
- Qualifying Sessions – please note that in order to apply to be Called to the Bar, you must successfully complete your Bar Course **and** 12 Qualifying Sessions organised by the Inn.
- Other educational activities and support.
- Contact details for the Inn's Education & Training Department – for queries relating to scholarships, training etc.

If you're unsure about whether or not you have to declare a conviction or a caution in your application you should contact me, in confidence, or seek independent advice from [Unlock](#) or [Nacro](#)

If you require any further assistance on your membership application, I would be delighted to answer any questions you may have.

We all very much look forward to welcoming you to the Inner Temple.

Yours faithfully,



Jude Hodgson  
Membership Registrar



# Admission Checklist

<i>Please check your application for the following:</i>	✓
• Questions 1 to 8 have been correctly tick marked	
• The Admission Declaration has been signed and dated	
• Applicant's Declaration at bottom of the Education Form signed and dated. (Applicants should be aware that they are only permitted to apply to one Inn of Court.)	
• Educational & Bar Course Details Form filled out and signed. (This MUST be completed even if this information may change at a later date – please notify us if and when it changes)	
• Admission fee – we will contact you after your application has been accepted to give you our bank details. Payments should be made giving your surname and the number we give to you as a reference.	
• The following have been enclosed: <ul style="list-style-type: none"> <li>• Proof of study on a qualifying Law degree, or</li> <li>• Certified copy of your degree certificate;</li> <li>• Proof of study.</li> </ul> • Those applicants not studying a Law degree must prove their intention to study law in the future and proof of their undergraduate degree. <ul style="list-style-type: none"> <li>• Proof of study, or proof that you have been accepted onto a conversion course.</li> </ul> • Those applicants who have received an exemption from the BSB from having to do the Bar Course should include a copy of the decision letter from the BSB with their application.           • All applicants should provide a copy of a form of photographic identification (e.g. Passport photo page, Driving Licence, Identity Card).	
• The Equal Opportunities Monitoring form is optional, but this information helps us to make an inclusive environment for our members, and to remove barriers to entry.	
• If you have any medical or ethical dietary requirements, please ensure you have completed the Qualifying Session Booking Sheet. You should keep a copy of the attendance rules.	
• Send your application to the Inn by email. Soft copies of your documents should be included, they need not be certified at the moment but you will need to supply certified copies or the originals when requested by the Inn	
• All signatures must be dated within the 3 months prior to the Inn receiving the application form.	
• A photograph of yourself against a plain background in Jpeg format.	

Please email your completed forms to the following address:  
[admissions@innertemple.org.uk](mailto:admissions@innertemple.org.uk)

# Important Information for Prospective Student Members

At The Inner Temple, we are committed to providing prospective Bar Course students with transparent information and statistics to assist them in making an informed decision about their prospects. Prior to undertaking the significant financial commitment involved in training for the Bar, you should make every effort to research the qualifications and characteristics needed to be successful.

Being a barrister can be an extremely rewarding career if you:

- have a high level of intellectual ability
- are articulate in written and spoken English
- can think and communicate under pressure
- have determination and stamina

It is important that anyone who embarks on a career at the Bar is aware of the level of competition involved in securing a permanent position in the profession. As you will be aware, successful completion of pupillage is required to obtain a practising certificate at the Bar of England and Wales. Pupillages are highly competitive to obtain and limited in number. There were around 400 pupillages overall last year. It is estimated that **40% of UK/EU nationals who successfully complete the Bar Course will eventually secure a pupillage in England and Wales.**

While pupils increasingly come from a diverse set of backgrounds, one factor remains the same: high academic merit is key to securing pupillage. The majority of students who secure a pupillage achieved at least an upper second class (2:1 in the UK) in their undergraduate degree as well as high A-level grades. In addition, successful candidates will have undertaken a number of mini-pupillages in Chambers or Employed Bar organisations and participated in relevant extra-curricular activities. Work experience and suitable extenuating circumstances may also be taken into consideration. **Of Inner Temple pupils last year, 90% had gained a 2:1 or First in their undergraduate degree.** Those pupils who had gained a 2:2 in their undergraduate degree were mainly mature candidates with several years of work experience.

The Inn believes it is essential that student members and prospective student members are mindful of these success rates. Should you wish to discuss, please do not hesitate to contact Stephanie Baughan, Widening Access Manager, on +44(0)20 7797 8262, or email [sbaughan@innertemple.org.uk](mailto:sbaughan@innertemple.org.uk).



# Guidance on Certified Copies

Students applying for admission to the Inn need to provide a certified copy of photo identification ("photo ID"). Acceptable forms of photo ID are:

- Current signed passport
- Current full UK or EEA photocard driving licence
- National identity card bearing a photograph of the applicant

Students applying for admission to the Inn who have completed their law degree need to provide a certified copy of their degree certificate.

Should you bring your application to the Inn in person you may bring your original photo ID and degree certificate and we will take our own copies. You **must not** send your original photo ID or degree certificate by post as we will not be responsible for its safe return to you.

## WHO CAN CERTIFY A DOCUMENT

Your document must be certified by a professional person or someone well-respected in your community ('of good standing'). You could ask the following if they offer this service:

- bank or building society official
- councillor
- minister of religion
- dentist
- chartered accountant
- solicitor or notary
- teacher or lecturer

The person you ask must not be:

- related to you
- living at the same address
- in a relationship with you

The Post Office also offer a document certification service.

## HOW TO CERTIFY A DOCUMENT

Take a photocopy of your photo ID and then take the copy and the original and ask the person to certify the copy by:

- writing 'Certified to be a true copy of the original seen by me' on the document
- signing and dating it
- printing their name under the signature
- adding their occupation, address and telephone number

The person certifying the document may charge you a fee.

# Admission Declaration

The purpose of this declaration is to ensure you have understood the regulations and requirements for becoming a practising barrister in England and Wales. You must be honest in this declaration and disclose the information requested.

Please refer to the [BSB website](#) which has information for students when completing this declaration.

## What information is asked?

The questions on this declaration are being asked to ensure that you can uphold the Core Duties which underpin the behaviour expected of barristers. These Core Duties are set by the Bar Standards Board. In deciding whether someone can uphold the Core Duties consideration is given to whether they are fit and proper. **Disclosures will not automatically result in an application being refused.** To make that fit and proper consideration, information relating to past or ongoing matters from the following categories is requested:

- Criminal Offences;
- Academic History;
- Regulatory History; and
- Other Behaviour.

## How will my information be handled?

Your data will be processed in accordance with the Inn's data protection policy for the administration of its membership records and to achieve its obligations as set out in a Memorandum of Understanding agreed with the Bar Standards Board, Council of the Inns of Court and other Inns of Court. If you would like more information on the legal basis for the processing of your information, please contact the Inn.

## What should I do if I want help in completing my Admission Declaration?

We are committed to ensuring that everybody finds it easy to communicate with us and to complete this Declaration. We will make reasonable adjustments so that people with disabilities find it easy to complete any forms relating to their admission and any ongoing matters related to their membership. If you require this form in a different format, please contact the Inn.

You must answer every question in this declaration and provide any information marked with an asterisk.

## Personal details

MyBar Reg Number (if available)	
Last name*	
First name*	
Middle name(s)	
Title (Mr, Mrs etc.)	
Date of Birth*	

Question 1 – Have you previously been a member of an Inn, been refused membership of an Inn or been expelled from an Inn?

Yes

No

If you have answered 'yes', use the space below to provide the relevant details and attach any supporting documents.

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## Fit and proper person checks

In order to be called to the Bar, a person must be a fit and proper person to become a practising barrister. There are two points at which the Inn checks that there is nothing that would call into question your fitness to become a practising barrister.

First, before joining the Inn: You are required to make this Admission Declaration. Once you are a student member, you have an ongoing duty to report to the Inn any matter that might call into question whether you are a fit and proper person to become a practising barrister.

Second, before being called to the Bar: You will have to make a second declaration when you apply to be called. For those wishing to be called on or after 1 July 2021 the Bar Standards Board also requires a 'Standard' DBS check and the international equivalents for all candidates. The Inn will use the resulting certificates, along with other information set out in this declaration and the Call Declaration, and subject to the Bar Standards Board decision-making [guidelines](#), to help it to determine whether you are a fit and proper person to become a practising barrister.



Question 2 – Do you understand that when you apply to be called you will need to comply with the Inn’s process for administering the criminal records checks, and if you do not comply, you will not be called?

Yes

No

Question 3 – Do you have any spent or unspent convictions, cautions, or final warnings in the UK or any other country, save those which are ‘protected’ by law?

Before answering this, please read the information for students on criminal records disclosures on the Bar Standards Board website. Note you are **not expected to disclose any criminal convictions or cautions that would be ‘protected’ by law or ‘filtered’** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.

Yes

No

If you have answered ‘yes’, use the space below to provide any relevant details.

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Question 4 – Are you, or have you ever been, subject to any investigations or proceedings by a higher education institution? This includes any pending academic or misconduct complaints, proceedings or actions and/or previously upheld findings.

Yes

No

If you have answered ‘yes’, use the space below to provide any relevant details.

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Question 5 – Are you, or have you ever been, subject to any investigations or proceedings by a professional or regulatory body? This includes any pending complaints, proceedings or actions and/or previously upheld findings.

Yes

No

If you have answered ‘yes’, use the space below to provide any relevant details.

Question 6 – Do you have, or have you ever had, a condition (including an addiction to drugs or alcohol) which means you may pose a risk to any member of the public or which may impair your judgment as a practising barrister?

Yes

No

If you have answered ‘yes’, use the space below to provide the relevant details.

Question 7 – Are you, or have you ever been, the subject of an arrangement with a creditor or entered into an involuntary arrangement with creditors? An arrangement includes but is not limited to the following: bankruptcy order<sup>1</sup>, debt relief order<sup>2</sup>, or directors disqualification order<sup>3</sup>.

Yes

No

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<sup>1</sup>A “bankruptcy order” includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

<sup>2</sup> For this purpose, a “debt relief order” includes a debt relief order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world.

<sup>3</sup> A “directors disqualification order” includes a disqualification order made by a court, or disqualification undertaking accepted by the Secretary of State, pursuant to the Company Directors Disqualification Act 1986 and any similar order or undertaking made or given in any jurisdiction in the world.

If you have answered 'yes', use the space below to provide the relevant details.

Question 8 – Are there any other matters which might reasonably be thought to call into question your fitness to become a practising barrister? This includes but is not limited to civil injunctions or criminal orders.

Note you are **not expected to disclose any criminal convictions or cautions that would be 'protected' by law or 'filtered'** by the Disclosure and Barring Service. If you are still unsure if a matter is protected, please contact the relevant officer at the Inn.

Yes

No

If you have answered 'yes', use the space below to provide the relevant details and attach any supporting documents.

**By signing this declaration:**

1. I confirm that I have read the supporting information for students on the BSB website before completing this declaration; and
2. I confirm that all the information contained in this declaration and any other information provided in support is true to the best of my knowledge and belief; and
3. I understand that if this declaration or any other information provided in support of my application for membership is found to have been false in any material respect, or if I breach any undertaking given in it in any material respect, then that will constitute a disciplinary matter or professional misconduct; and
4. I confirm that should any information within this declaration change prior to being called to the Bar, I will notify the Inn; and



5. I confirm that as long as I remain a student member of the Inn, I will comply with the Inn's rules. I will also comply with the Bar Standards Board Handbook in so far as it applies to me; and
6. If I am a student member, I confirm that I will commence the vocational component of training for the Bar within six years of admission to the Inn and will complete the vocational component within five years of commencing that component. I understand that if I fail to comply with either of these requirements, my membership of the Inn will cease on the expiration of either period, except where there has been a successful application to the Inn for the relevant time limit/s to be extended.
7. If I am a transferring lawyer, I confirm that I will complete all requirements for Call as set out by the Bar Standards Board within two years of admission to the Inn. I understand that if I fail to comply with this requirement my membership of the Inn will cease except where there has been a successful application to the Inn for the relevant time limit to be extended.

Date

Signature

# Educational & Bar Course Details Form

This form must be completed by every applicant for admission to The Inner Temple. Please read the accompanying notes carefully before completing the form. Please note that if you are a transferring legal professional we would like you to supply details, but you do not need to supply proof of the qualifications. However, you do need to put in the date of the decision of the qualifications committee allowing you to transfer in section 4 and supply a copy of the letter giving you permission to transfer from the Bar Standards Boards.

If you are not a transferring legal professional, you must provide proof of all the qualifications you declare below, or proof of study on an ongoing course. Section 4 does not apply to you and should be left blank.

## SECTION 1

Please ensure that the name entered corresponds to that entered on your Bar Course application form.

Surname:	Title:	Forenames:
Correspondence Address:	Email Address:	
Postcode:	Telephone Number:	
	Mobile Number:	

## SECTION 2 UK AND REPUBLIC OF IRELAND QUALIFICATIONS

### ① Law Degree Qualification

If you have, or expect to have, a law degree conferred by a University in the UK or Republic of Ireland, complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

### ② Other Undergraduate Degree

If you originally studied a non-law degree, complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

### ③ CPE or Postgraduate Diploma in Law

If you hold, or expect to hold, a CPE or Postgraduate Diploma in Law, please complete this section:

Institution	Degree & Subject	Class	Date Awarded
		Internal/External	

④ Higher Qualifications

If you hold or are studying for a higher / non-standard qualification (e.g. MA/LLM), please complete this section:

Institution	Degree & Subject	Class	Date Awarded
Certificate of Academic Standing (if applicable)	No.	Date Issued or Expected Issue Date	

**SECTION 3 NON-UK AND REPUBLIC OF IRELAND QUALIFICATIONS**

① Higher Qualifications

If you hold or are studying for a higher / non-standard qualification (e.g. MA/LLM), please complete this section

Institution	Degree & Subject	Class	Date Awarded
Certificate of Academic Standing (if applicable)	No.	Date Issued or Expected Issue Date	

**SECTION 4**

The Admission of Qualified Legal Practitioners (Bar Qualification Manual Part 2 Section D)

Decision Date of Qualifications Committee	
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**SECTION 5**

To be completed by all applicants.

Do you intend to Practise at the Bar of England and Wales?

YES		NO	
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In which academic session do you wish to enrol for the Bar Course?	
At which institution do you wish to enrol for the Bar Course?	



Date \_\_\_\_\_ Signature \_\_\_\_\_

**APPLICANTS DECLARATION**

I have not applied for admission to any other Inn.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you are unable to make this declaration, a statement of any such applications must be given with the results of the applications.

## EDUCATIONAL & BAR DETAILS FORM

### PLEASE READ THESE NOTES CAREFULLY

#### 1. GENERAL

- (1) All enquiries about the Bar Examination, the Bar Course, the Diploma in Law and the Common Professional Examination (insofar as they relate to education and training for the Bar), the status of degrees, and eligibility to proceed to the Vocational Stage should be addressed to the Bar Standards Board, Education and Training Department, 289 – 293 High Holborn, London WC1V 7HZ.
- (2) Enquiries which relate solely to admission to an Inn of Court should be addressed to the Membership Registrar.
- (3) The attention of all applicants is drawn to the relevant sections of:
  - i. the Bar Handbook;
  - ii. the Bar Qualifications Manual;
  - iii. the Memorandum of Understanding between the BSB and the Inns of Court;
  - iv. the Inns Conduct Committee Rules
  - v. The Bench table orders of The Honourable Society of the Inner Temple

#### 2. NAMES

The names given on the form as the applicant's surname or family name is the name by which a student will be known in the Inns of Court and the Bar Standards Board (after call to the Bar). It is important that this name be used in all further correspondence with both the Inns and the Board. Any change of name should be notified in the first instance to the Membership Registrar, who will inform the Bar Standards Board.

#### 3. APPLICATION UNDER SECTION 2 (UK AND REPUBLIC OF IRELAND DEGREES)

- (1) For the purpose of this section, a degree means a qualification obtained by examination which:
  - Must be awarded at Level 6 (or above of the framework for Higher Education Qualifications by a recognised degree-awarding body;
  - It must be compliant with the QAA Subject Benchmark Statement for Law. If the degree is another subject, students must complete the Graduate Diploma in Law
  - Must awarded at the minimum standard (lower second-class honours (2:2); students who do not meet the minimum standard must apply to the BSB for an exercise in discretion.
  - Must not be considered a Stale qualification (see Part 2A (A6) of the Bar Qualification Manual).

Students who do not obtain a UK/Republic of Ireland degree of the required standard must verify the equivalence of the qualifications or experience by obtaining a certificate of academic standing from the BSB.

Acceptable UK Republic of Ireland 'law degrees and GDL courses must cover the foundations of legal knowledge subjects and the skills associated with graduate legal work (eg legal research).

#### **4. APPLICATIONS UNDER SECTIONS 3 (OVERSEAS DEGREES)**

- (1) Those applying under these sections are reminded that they must have obtained a Certificate of Academic Standing from the Bar Standards Board before they may be admitted to an Inn of Court.

#### **5. SECTION 5**

The statements of intent made in this section will not be considered binding on applicants. It is, however, useful to the Inn to have some preliminary idea of applicants' intentions.

#### **6. APPLICANTS SHOULD NOTE THE FOLLOWING**

- (1) Attendance on the Bar Course at an Authorised Education and Training Organisation is compulsory for all students intending to practise at the Bar of England and Wales.
- (2) Admission to an Inn of Court is NOT the same as registration for the Bar Course at an approved institution. A separate application to an Authorised Education and Training Organisation will need to be made.

#### **7. POSSIBLE CHANGES TO THE BAR TRAINING REGULATIONS AND REQUIREMENTS LAID DOWN BY THE BAR STANDARDS BOARD FOR COURSES WITHIN ITS REMIT**

- (1) The rules which govern admission to an Inn of Court, the courses and examinations that fall within the remit of the Bar Standards Board, and call to and practice at the Bar ([Memorandum of Understanding](#), [ICC Rules](#), [Bar Handbook](#) and the [Bar Qualifications Manual](#)) are constantly under review.

As prospective students often delay making application to an Inn of Court for many months (and sometimes years) after their original enquiry they may believe that the Regulations have remained the same. Often, they are seriously mistaken in such a belief. In their own interest, therefore, they should, in the case of any such delay in following up their initial enquiries, check that they are using up-to-date forms and have up-to-date information on the Regulations.



# Qualifying Session Booking and Attendance Rules

Your Name:

**QUALIFYING SESSIONS**

All Bar Course students must complete 12 qualifying sessions to be called to the Bar. Qualifying sessions fall within five themes, covering all aspects of the skills and knowledge students need to learn as part of their training for the Bar:

- Ethics, Standards and Values;
  - Advocacy Skills;
  - Legal Knowledge, Justice and the Rule of Law;
- Equality, Diversity and Inclusion; and
  - Preparation for Pupillage, Career Development and Wellbeing
  -

For more information on the Inn’s qualifying sessions, please visit [innertemple.org.uk/qualifyingsessions](http://innertemple.org.uk/qualifyingsessions)

**HOW TO BOOK**

We will tell you by email when qualifying sessions are open for booking – please do not leave it too late to complete your qualifying sessions as this may affect the date on which you can be called to the Bar. You can book your qualifying sessions at [innertemple.org.uk](http://innertemple.org.uk). Please note you can only book events online up to ten working days before the event.

**ATTENDANCE**

You must arrive promptly. We will close the doors at the start time published upon booking. Please provide your confirmation email on arrival if we ask for it. Latecomers will not be permitted entry and will not gain a qualifying session, so you should allow ample time for travel to the Inn or venue. If you feel that exceptional circumstances have caused you to be late, you may discuss these by calling the Duty Porter on 020 7797 8255 or the number provided for the relevant staff member. Mobile phones must be switched off. You should conduct yourself in a manner befitting a member of the Inn. You must ensure that you sign the Term Card or Register at each qualifying session event – if you fail to do this, we won’t award you a Qualifying Session.

**DRESS CODE**

The dress code for all students (unless otherwise indicated) is dark suits and dark shoes, plus a dark tie for men. (When gowns are required for a qualifying session, they will be made available in the cloakrooms.) Entry will be refused to any student who is not dressed appropriately.

**REFUNDS**

Refunds will only be given if the Inn is notified a minimum of 10 working days before the event. In the event of cancellation in the 10 working days leading up to an event, the Inn will only consider a refund if the cause of cancellation is illness, and only if the Inn is notified immediately in writing with an accompanying note from a GP.

**LUNCH**

As a student member of the Inn, you are welcome to take lunch in the Hall; lunch is served Monday to Friday 12:30pm — 2pm during term time. While work is taking place on the Inner Temple Treasury Building you may lunch in Hall at any of the other Inns.

Students and pupils are entitled to a 25% discount on production of an Inner Temple Student card – but please note this does not count as a Qualifying Session.

**DIETARY REQUIREMENTS**

The Inn is not a licensed Kosher caterer. If the alternatives below present you with difficulties, please contact the Director of Education.

Please let us know whether you have any specific dietary requirements on ethical or medical grounds. We need to know this before you come to qualifying sessions where food may be involved. You should also familiarise yourself with the Inn’s rules below before attending your first qualifying sessions. Please keep a copy of these rules.

**ETHICAL**

- Vegetarian/ Eats Fish

Vegetarian/No Fish
- Vegan

Halal
- Other:

**ALLERGIES/MEDICAL**

- Coeliac

Diabetic
- Low Fat, Low Salt

Non Dairy
- No Nuts

No Shellfish
- Other:

If you have any disabilities for which we can make reasonable adjustments that will allow you to participate fully in our events, please let us know how we can help:

# EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

The Inner Temple aims to have an inclusive environment for all staff, students and members, by identifying and removing barriers in our practices. Completing this monitoring form will help us achieve this, and help The Inner Temple meet our obligations under the Equality Act 2010.

While it is voluntary to disclose this information, doing so will enable us to better understand the composition of our workforce and memberships body and examine our practices fully.

Your answers will be treated in the strictest confidence, and all data disclosed will comply with the Data Protection Act 2018. Please refer to our Subject Information Statement for further information on how we will protect your data. The data collected will not be used in any selection process and is kept only for monitoring purposes.

To find out more about the work The Inner Temple is doing to meet the requirements of the Equality Act, please contact [outreach@innertemple.org.uk](mailto:outreach@innertemple.org.uk) or visit [innertemple.org.uk](http://innertemple.org.uk).

The ethnic origin categories are those used in the 2011 census and are recommended by the Bar Council.

## 1) What is your ethnic group?

Choose one section from (a) to (f) then tick the appropriate box to indicate your cultural background.

### a. White

1. British / English / Welsh / Northern Irish / Scottish
2. Irish
3. Gypsy or Irish Traveller
4. Any other White background *please write in below*

### b. Mixed

1. White and Black Caribbean
2. White and Black African
3. White and Asian
4. White and Chinese
5. Any other mixed background *please write in below*

### c. Asian or Asian British

1. Indian
2. Pakistani

3. Bangladeshi
4. Chinese
5. Any other Asian background *please write in below*

d. **Black or Black British**

1. Caribbean
2. African
3. Any other Black background *please write in below*

e. **Other ethnic group**

1. Arab
2. Any other ethnic group *please write in below*

**Unwilling to supply**

2) Please indicate whether you are (tick box as appropriate)

Male

Female

Other

Prefer not to say

3) What is your nationality?

4) What is your age?

under 25

25-34

35-44

45-54

55-64

65+

5) **Disability**

The Equality Act 2010 Act defines a person as having a disability if he or she 'has a physical or

mental impairment, which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities'. Long term means 12 months or more.

- a. **Do you consider yourself to have a disability according to the definition in the Equality Act?**

Yes                      No                      Prefer not to say

If yes, please specify the nature of the disability

- b. **Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, more than 12 months?**

Yes, limited a lot                      Yes, limited a little

No                      Prefer not to say

**6) What is your sexual orientation?**

- a. Bisexual
- b. Gay Man
- c. Gay Woman/Lesbian
- d. Heterosexual/Straight
- e. Other
- f. Prefer not to say

**7) Please indicate your religion or belief:**

- a. None
- b. Buddhist
- c. Christian
- d. Hindu
- e. Jewish
- f. Muslim
- g. Sikh
- h. Agnostic
- i. Other

**8) Socio-economic Background**

- a. **If you went to university to study for a higher education undergraduate degree, were you part of the first generation of your family to do so?**

Yes                      Did not attend University

No

Prefer not to say

- b. **What was the job of the highest earner of your parents'/guardians' household (if unemployed then last job held) or your last job if you came to the Bar after a previous career?**

Job title: (eg Lecturer)

Nature of business:

(eg Higher Education, University)

Employment Status

(Please select one from the following five choices: employer, self-employed (with no employees), manager, supervisor or other employee)

**9) Caring responsibilities**

- a. **Are you a Primary Carer for a child or children under 18?**

Yes

No

Prefer not to say

- b. **Do you look after, or give any help or support to family members, friends, neighbour or others because of either:**  
- Long-term physical or mental ill-health/disability  
- problems related to old age?

(Do not count anything you do as part of your paid employment)

No

Yes, 1-19 hours a week

Yes, 20-49 hours a week

Yes, 50 or more hours a week

**10) Which best describes the type of school you mainly attended between the ages of 11-18?**

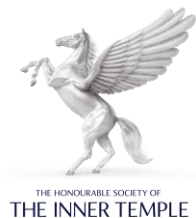
- a. UK State – maintained (incl. comprehensive, community, specialist, academy )
- b. UK State – grammar / selective
- c. State – further education college
- d. Independent – selective fee-paying
- e. Independent – non-selective fee-paying
- f. Independent – other
- g. Attended School outside the UK

11) If applicable, please supply the most recent postcode for your parent's/family primary home

I have read, understood and consent to the use of my data for the purposes set out in the subject information statement.

Signed

Dated



Dear Member

Due to the forthcoming introduction of new data protection regulations, the Inn will need to revise the way in which it communicates with its members and will be obliged to seek consent to contact its members with regards to certain events and activities which would be considered direct marketing under the new regulations.

### **MEMBER COMMUNICATION PREFERENCES**

The Inn would like to ensure that you receive information on only the subjects you want to hear about, and that we are in line with the General Data Protection Regulations. We need your specific consent to mail you about the Inn and other related activities:

Name of member:

Membership number:

Email address:

Postal address:

Telephone number:

1. **I consent to receiving information about the Inn's social, collegiate and flagship calendar events (e.g. the Summer Party, Temple Big Picnic, Grand Day, History Society and guest lectures):**
  - a. ☐ Email ☐ Telephone ☐ Post
2. **Information on how to get involved with the Inn, which we think are relevant to your professional status e.g. helping with interviews, providing training, joining committees.**
  - a. ☐ Email ☐ Telephone ☐ Post
3. **News and updates about the Inn, your circuit and the profession; and occasional requests for member feedback about how the Inn serves its members.**



- a. ☐ Email ☐ Telephone ☐ Post

**4. I wish to receive the Inn's newsletter *Innerview* by:**

- a. ☐ Email ☐ Post

**5. I wish to receive the Yearbook by:**

- a. ☐ Email ☐ Post

**6. I consent to receiving special offers from the Inn's catering department (e.g. room booking rates, Pegasus Bar special offers and Room hire rates):**

- a. ☐ Email ☐ Telephone ☐ Post

**7. I would like to receive the Inn's daily lunch menu:**

- a. ☐ Email

**8. I consent to receiving information about events and offers from third parties which are relevant to the profession (e.g. Temple Church, Temple Music Foundation Events, events at other Inns of Court, SBA and Bar related events and Bar Council International events)**

- a. ☐ Email ☐ Telephone ☐ Post

9. Should you at any time wish to opt-out any of the above uses of your personal data, simply inform the Records Office by writing to us at Treasury Office Inner Temple, Temple London, EC4Y 7HL or emailing **[records@innertemple.org.uk](mailto:records@innertemple.org.uk)**.
10. Should you wish to find out how the Inn uses your personal data, the Inn's Subject Information statement can be found on our website **[www.innertemple.org.uk](http://www.innertemple.org.uk)**.

Version 5  
September 2019

# YOUR DATA



THE HONOURABLE SOCIETY OF  
THE INNER TEMPLE

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## Introduction

1. The Honourable Society of the Inner Temple ("the Inn") needs to collect, process and use information about its members and other contacts to carry out its work. We seek to ensure that all personal information is collected and dealt with appropriately – regardless of the material, media or form it is collected through or stored on. We aim to ensure that this is done with reference to the framework laid out in the Data Protection Act 2018 ('DPA2018') and the General Data Protection Regulation (GDPR) (the legislation). We also aim to ensure that our data policy and the rights of the data subject are transparent and understandable.
2. This policy sets out the basis upon which any personal data that we collect from you, or that you provide to us, will be processed and with whom, if anybody, it may be shared. This document should be read carefully by members, and anyone else whose data might reasonably be expected to be processed by the Inn, to inform them of the Inn's data practices and procedures.
3. For the purposes of the legislation the Data Controller is The Honourable Society of the Inner Temple.
4. This policy informs data subjects of the Inn's procedures in respect of data processing and the rights of those subjects under the legislation. If you have any questions arising from this policy or regarding your rights in connection with the data we hold on you, or the Inn's data processing practices, then please contact our Data Protection Lead at: [jhodgson@innertemple.org.uk](mailto:jhodgson@innertemple.org.uk)
5. The following is a list of definitions of the technical terms that we have used in this policy and is intended to aid understanding. If you have any questions regarding these definitions then please get in touch with the Inn's Data Protection Lead.

**5.1 Data Controller** - 'controller' means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

**5.2 The legislation** - Data Protection Act 2018 ('DPA2018') and the General Data Protection Regulation (GDPR). The current UK data protection laws that outline the responsibilities of those processing personal data.

**5.3 Data Protection Lead** - The person(s) responsible for ensuring that the Inn follows the Data Protection Policy and complies with the DPA2018. This is Jude Hodgson, the Membership Registrar.

**5.4 Data Subject/Service User** - The individual whose personal information is being stored or processed by the Inn. This might be a member, a client, an employee, a supporter or other stakeholders.

**5.5 Consent** - 'consent' of the data subject means any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.

**5.6 Information Commissioner** - The UK Information Commissioner responsible for implementing and overseeing the DPA2018.

**5.7 Processing** - "Processing" means any operation or set of operations performed upon personal data, whether by automatic means, such as collection, recording, organisation, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

**5.8 Personal data** - 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.



**5.9 Sensitive data-** "Sensitive Personal Data" are personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and data concerning health or sex life.

## Information processing

6. The Inn collects personal information using diverse methods: paper forms; emails; online forms, etc.

7. The information that we collect will include: your name, date of birth, a postal address, email addresses, your contact telephone number(s), education/employment information, and, where relevant, criminal record information. We will also collect diversity monitoring information for outreach activities, when you apply to join the Inn, apply for a scholarship or become a Bencher, so that we can support the Inn's work on monitoring social mobility and access to the Bar in line with the Inn's equality and diversity policy. We will also collect criminal records information for the purposes of fit and proper person checks at admission to the Inn, Call to the Bar and if disciplinary matters arise while a student member of the Inn.

8. Like most website operators, we collect non-personally-identifying information of the sort that web browsers and servers typically make available, such as the browser type, language preference, referring site, and the date and time of each visitor request. Our purpose in collecting non-personally identifying information is to better understand how our visitors use our websites. From time to time, we may release non-personally-identifying information in the aggregate, e.g. by publishing a report on trends in the usage of our website. We also collect potentially personally-identifying information like Internet Protocol (IP) addresses. We do not use such information to identify our visitors, anonymise wherever possible, and do not disclose such information, other than under the same circumstances that we use and disclose personally-identifying information, as described in the 'When you visit our website' section of this document.

9. The Inn may also use and disclose other information in aggregate for research, marketing, and strategic development purposes. Further, the Inn is required to share some of your data with external bodies, such as equality and diversity information with the Bar Standards Board and information in relation to admission and scholarships with the other Inns.

A Data Sharing Protocol is in place between the independent data controllers; the Bar Standards Board (BSB), the Council of the Inns of Court (COIC) and each of the four Inns of Court: Inner Temple, Middle Temple, Gray's Inn and Lincoln's Inn. This document ('the Protocol') provides a framework for the collection, sharing, retention and destruction of information. This is to support the BSB in the administration of its regulatory functions and to provide quality assurance that obligations administered by the Inns of Court and COIC are done so effectively. Members of the Inner Temple should make themselves aware of the protocol in order to better understand how their data may be shared. A copy of the protocol can be found [here](#).

10. The Inn may also ask you to complete surveys (both electronic and paper-based) used for research purposes. Information given in these surveys will be completely confidential and analysed anonymously. You are not obliged to complete the surveys; data from research will be destroyed once it has been analysed and published.

11. 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 Membership Registrar: [jhodgson@innertemple.org.uk](mailto:jhodgson@innertemple.org.uk)

12. When processing your personal data, the Inn will ensure that it does so with a lawful basis for the processing or the explicit consent of the data subject in accordance with this policy and the DPA2018. The Inn will keep a register of processing activities, the lawful basis we rely on for that

processing and, where legitimate interest is relied upon, a legitimate interest assessment to ensure this interest does not outweigh the personal rights and freedoms of the data subject.

### **Informed consent**

13. Informed consent is:-

*13.1. any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her.*

14. The Inn will ensure that data is collected within the boundaries defined in this policy. Regardless of whether that data is collected in person or by completing a paper based or electronic form.

15. When collecting data, the Inn will ensure there is a clear explanation of:

*15.1. Why the personal information is needed;*

*15.2. What it will be used for and what the consequences are should the Data Subject decide not give consent to processing;*

*15.3. The lawful basis relied upon for processing that data;*

*15.4. Where consent is relied upon, that consent is freely given by somebody competent to do so and without duress.*

### **Use of personal information**

16. The Inn believes treating personal data with respect and full regard to the principles in the DPA2018 and GDPR to be vital in maintaining trust and good relations with all our members and contacts.

17. The Inn intends to ensure that personal information is treated lawfully and correctly.

18. The Inn will, through appropriate management and adoption of data protection by default and by design:

*18.1. Observe fully the conditions regarding the fair collection and use of personal information;*

*18.2. Meet its legal obligations to specify the purposes for which personal information is used;*

*18.3. Collect and process appropriate personal information and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements;*

*18.4. Ensure as far as it is able the quality of personal information that is used - it is incumbent upon the individual to ensure that the personal data that the Inn holds on them is kept up-to-date and accurate;*

*18.5. Ensure that the rights of Data Subjects about whom personal information is held, can be fully exercised under the DPA2018 and GDPR. These include:*

*18.5.1. The right to be informed that processing is being undertaken;*

*18.5.2. The right of access to a Data Subject's own personal information;*

*18.5.3. The right to prevent processing in certain circumstances;*

*18.5.4. The right to correct, rectify, block, or erase information that is regarded as incorrect information; and*

*18.5.5 The right to data portability.*

- 18.6. Take appropriate technical and organisational security measures to safeguard personal information;*
- 18.7. Ensure that personal information is not transferred abroad without suitable safeguards;*
- 18.8. Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation, or ethnicity when dealing with requests for personal information; and*
- 18.9. Set out clear procedures for responding to requests for personal information.*

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

**19.1 Membership** - We will use the information you provide us with, or which we have appropriately obtained from a third party:

- 19.1.1. To inform you about developments within or pertaining to the profession, particularly those relating to the Inn's regulatory functions;*
- 19.1.2. To inform you about developments within the Inn, particularly membership;*
- 19.1.3. For the administration and management of membership records;*
- 19.1.4. For the provision and administration of education and training services and events;*
- 19.1.5. For the management and support of the Inn's standing committees (including access to papers and other information for committee members);*
- 19.1.6. To administer dinners and Inn's events;*
- 19.1.7. In any other respect that we may reasonably require to carry out the work of an Inn of Court.*

The legal basis we rely on for processing this data is Article 6 (1) (b) of the GDPR - contract. It is appropriate to the Inn's relationship with its members and its regulatory functions. Where we use your data to direct market the Inn's social events we will rely on the basis of consent. The Inn may share data with other agencies such as a local authority, HMRC, funding bodies, and other agencies connected with the Bar, such as the other Inns, Bar Standards Board, 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. We will also share your data with the Inn's data base provider Access thankQ, their privacy policy can be found [here](#). We will also share data with Mailchimp in order to facilitate the Inn's Communications, this will necessitate your data leaving the EEA. Personal data will only be sent to countries where an 'adequacy decision' has been made under Article 45(3) of the GDPR, or, in the case of a partial adequacy decision, where data processors have signed up to the EU-US Privacy shield framework. Mail Chimp's privacy statement is [here](#).

*19.1.8. To monitor trends in membership relating to access of minorities to the profession and to ensure equality and diversity at the Bar.*

To monitor the equality of access to the Bar and social mobility trends in the profession we will process Special Category Data. The legal bases we rely on to process the information is Article 6 (1) (e) a Public task and Article 9 (2) (g) reasons of substantial public interest under member state law, for the purposes of ethnicity and diversity monitoring under the Equality Act 2010.

We will retain your data indefinitely, as appropriate, as a historic record of the Inn's membership.

**19.2 For the investigation of complaints and conduct issues and to carry out Fit and Proper Person checks on admission and Call** – The Inn may process criminal conviction



data to fulfil the above purpose. We will rely on the basis of Article 6(1) (e) - a public task and official capacity under Article 10 of the GDPR – that authority being delegated to the Inns by the BSB under the Legal Services Act.

**19.3 Education, Training and Outreach activities** – We will use your information for the provision of education and outreach services and events. We will rely on the legal basis provided in Article 6 (1) (f) of the GDPR – legitimate interest. To aid the placement of Pegasus Access and Support Scheme (PASS), and to place PASS students with chambers, we will share your details with the set of chambers. Students should check the privacy statement of the set with which they are placed. For those individuals who progress to membership we will keep their data indefinitely, per membership above. For those that do not progress, we will retain their data for five years after their participation in the event or scheme. To monitor the equality of access to the Bar and social mobility trends in the profession we will process Special Category Data, the legal bases we rely on to process the information is Article 6 (1) (e) a Public task and Article 9 (2) (g) - reasons of substantial public interest under member state law, for the purposes of ethnicity and diversity monitoring under the Equality Act 2010.

**19.4 Financial transactions and accounts** – The Inn will use personal data for the processing of financial transactions and maintaining accounts. We will rely on the legal basis provided in Article 6 (1) (b) of the GDPR – contract. The Inn will keep details of transactions and accounts for six years plus the current year. The Inn uses Sagepay to take payments through its website, their privacy policy can be found [here](#).

**19.5 Car park administration** – We will use personal data to administer the Inn's car park. We will rely on the legal basis provided in Article 6 (1) (f) of the GDPR – legitimate interest. We will keep your data for 10 years.

**19.6 Crime prevention** – The Inn is monitored by CCTV cameras. We will use this data for the prevention of crime in the Inner Temple, using the legitimate interest basis in Article 6(1)(f). The data is deleted after 28 days. We may share the data with Middle Temple, chambers in the Inn and the police for the purpose of crime prevention in the Inner Temple.

**19.7 Administering tenant relationships** – The Inn will use personal data to administer its relationship with the Inn's residential tenants. We will rely on the legal basis provided in Article 6 (1) (b) of the GDPR – contract. We may share your details with the Inn's provider of cleaning services and for the purposes of maintenance to the property. Details of residents will be kept indefinitely as an archival record of the Inn's tenants.

**19.8 Administration of a scholarships scheme** - The legal basis we rely on for processing this data is Article 6 (1) (f) of the GDPR - legitimate interest. For those individuals who progress to membership we will keep their data indefinitely, per membership above. For those that do not, we will keep the data for five years. We will share the names of scholarships winners with the Times newspaper.

#### **19.9 Managing of administrative functions for the Temple Church –**

19.9.1. We will use the information you provide to manage donations to the Temple Church relying on the basis provided in Article 6 (1) (b) of the GDPR – contract; details will be kept indefinitely.

19.9.2. We will use information provided to us by you to manage the permissions for those requesting marriage in the Temple Church, relying on the basis provided in Article 6 (1) (b) of the GDPR – contract. Details will be kept indefinitely to provide a historic record of those marrying in the

Church. Details will be shared with the Temple Church Administration Office.

## 19.10 When you visit our website

19.10.1. 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. This small piece of information will be revealed to us when you visit the Inn's websites. You can find out more information about the use of 'cookies' at: <http://www.allaboutcookies.org>

19.10.2. 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 policy, the Inn does not use 'cookies' to collect any other information about you.

19.10.3. With a change in the law about 'cookies' in May 2011, all websites must now 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. However, please note 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.

19.10.4. As part of the collection of website visitor information, we use Google Analytics. You can find out more information about Google Analytics at: <https://support.google.com/analytics/answer/6004245?hl=en> and read Google's Privacy Policy at: <https://www.google.com/policies/privacy/>

19.10.5. You can opt out of Google Analytics cookies at: <https://tools.google.com/dlpage/gaoptout>

## 19.11 Photography and video

19.11.1 The Inn may take photographs or record video footage of attendees at its events for the purpose of:

- a. *Use on the Inn's Website or social media;*
- b. *Use in the Inn's publications, including, but not limited to: the Yearbook, newsletter and Careers Guide;*
- c. *Use in the Inn's promotional materials and publicity and marketing materials;*
- d. *Photos and video footage may be shared with media and press to publicise the Inn's events.*

The legal basis we rely on for processing this data is Article 6 (1) (f) of the GDPR - legitimate interest, or, where applicable, Article 6 (1) (a) - consent.

19.11.2 Photos and video will be stored in the Inn's media library for a maximum of five years, unless they are of historical or archival interests, such as a Royal visit or an Inn's anniversary.

19.11.3 If you object to the use of video footage or a photograph in which you appear, you can request that it be withdrawn at any time by emailing [events@innertemple.org.uk](mailto:events@innertemple.org.uk). This does not apply to material already published. The Inner Temple cannot control or recall already published material.

19.11.4 Where subjects are under 16 years of age, consent to use photographs or video will be sought from the relevant responsible adult, e.g. parent, guardian, carer.

19.11.5. When attending events, if you do not wish for photographs or videos of you to be taken, you should speak to the event manager, who may ask you to wear a sticker on your clothing so that you can be easily identified by the event photographer/videographer.

## Use of sensitive personal data

20. 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. To aid in the achievement of that goal, the Inn needs to monitor data trends of those individuals entering the profession, so that we can better understand how people from a diverse range of backgrounds succeed in fulfilling their aim of a career at the Bar.

The Inn will continue to hold diversity information 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 prejudiced 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.

21. The Inn will use the sensitive personal data provided by you for the purposes of diversity monitoring and other legal requirements. Such information will: -

*21.1. Be treated as confidential information and all measures will be taken to ensure that it can only be accessed by those whose job roles mean they have a justifiable reason for accessing the data.*

*21.2. Be destroyed if you do not commence the Bar Professional Training Course within five years of admission, or complete it within 10, or within the statutory/regulatory time period stipulated from time to time by the Bar Standards Board or its successors; are disbarred at your own request; or you request that such personal information is destroyed/erased; and*

*21.3. The sensitive personal data will 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. Anonymised data will also be shared with the industry regulator, the Bar Standards Board, and with the other Inns of Court for the purpose of statistical comparison and data trend analysis.*

22. 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 sensitive personal data then this will be carried out and confirmed to you.

23. If you require any information as to why the Inn gathers and processes diversity information from you, please contact the Inn at: [membership@innertemple.org.uk](mailto:membership@innertemple.org.uk)

## Social Media

24. When engaging with the Inn's social media channels, an individual uses the services of a third-party provider. The individual 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.

### **Other websites**

25. 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 information 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 information 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.

### **Data storage and security**

26. The Inn will take all necessary steps to ensure that your data is stored and processed securely in accordance with this policy and the principles of the DPA2018. All the Inn's employees are personally responsible for maintaining personal information confidentially and to ensure that such information is processed only for the specified purposes for which it is collected. The Inn provides continuing education and training to its staff about their obligations under this policy, the GDPR and the DPA2018. Additionally, staff members will only have access to information relevant to their work roles.

27. Personal information will be stored only if it is needed or required and will be disposed of appropriately.

28. All information 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.

29. 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 to manage and administer any continuing financial relationship with the Inn that the individual has consented to. Payments made via the Inn's website will be processed by a third-party payment processor on behalf of the Inn.

### **Marketing communications**

30. From time to time the Inn will send you marketing communications about its events, services or other offers the Inn thinks are relevant or of interest to its membership. You have a right to ask the Inn not to process your personal data for marketing purposes and 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 informing the Inn at: [membership@innertemple.org.uk](mailto:membership@innertemple.org.uk)

We will not send direct marketing by email unless we have your specific consent to do so, we may still send direct marketing by post if we believe it is in our legitimate interest to do so.

31. Should you decide to opt-out of receiving marketing communications from the Inn, you will be foregoing the opportunity to find out about future member related events, special offers or opportunities.

## **Your rights**

### **Access to your information**

32. The DPA2018 and the GDPR afford you the right of access to the personal information that the Inn holds about you. If you wish to exercise this right, you should submit a 'Subject Access Request' to the Inn's Data Protection Lead using the contact details shown below. There is no charge for making such a request.

### **Object to processing**

33. Where the Inner Temple is relying on legitimate interest to process the data, you may object to your information being processed if you believe your personal circumstances warrant an objection to processing on the specified grounds. You also have the right to object if your data is used for direct marketing without specific consent.

### **Restriction of processing**

34. You may ask the Inn to suspend the processing of your data, for example, if you wish to ascertain the accuracy of the data or the basis for the processing before any processing takes place.

### **The right to correction**

35. The data the Inner Temple holds on you should be accurate and current. You have the right to request that any data be corrected or completed. It makes our task much easier if you inform us of any changes. Please keep us informed of any relevant changes to your details which may occur.

### **Data portability**

36. You have the right to receive the personal data concerning you, which you have provided to the Inner Temple, in a structured, commonly used and machine-readable format and have the right to ask the Inn to transmit that data to another controller without hindrance from the Inner Temple. This is most likely appropriate in the case of the transfer of membership data.

### **Data deletion and destruction**

37. The Inn will retain your personal data for no longer than is required for its processing. The Inn has devised a retention schedule that give guidance to the Inn's staff on the length of time that certain data must be retained before it is deleted and destroyed. Different data processing activities require different retention schedules.

38. Once you have been called to the Bar, your membership of the Inn is for life, unless you apply to resign your membership or are disbarred from professional practice.

39. Student members who do not commence the BPTC within five years of admission, or do not complete it within 10 years of admission, will be removed from the Inn's roll of students. The Inn will delete all data it holds, save for data which would be pertinent to any future application for readmission to the Inn.

40. The Inn will also retain some personal data permanently for historical purposes, such as your name, date of admission and date of Call to the Bar.

## Data protection management

41. This policy will be reviewed periodically 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 the DPA2018, GDPR or any associated legislation or regulations. Should there be substantial or material updates, we will publish the new policy and changes on our website. We may also notify you in other ways about changes in the processing of your personal data.

42. In case of any queries or questions in relation to this policy please contact the Inn's Data Protection Lead:

Jude Hodgson  
Membership Registrar  
The Honourable Society of the Inner Temple  
Inner Temple Treasury  
Crown Office Row  
Temple  
London  
EC4Y 7HL

Tel: 020 7797 8206

Email: [jhodgson@innertemple.org.uk](mailto:jhodgson@innertemple.org.uk)

43. The Inner Temple has formally informed the Data Commissioner of its data processing; the details are publicly available from the Commissioner's office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF (Tel: 01625 545745. Fax: 01625 524510). Our registration number is Z7122120.

Complaints about the way the Inn has handled your data can be made to the Information Commissioners Office at the above address or via their website.

Alternatively, see the Commissioner's web site ([www.ico.gov.uk](http://www.ico.gov.uk)).