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Mini-Pupillage Application Form

WHAT INFORMATION DO WE COLLECT AND HOW DO WE USE IT?

1. Personal data processed and collected by us includes:

Personal data collected during the application process or during the course of work shadowing, mini-pupillage or pupillage, or from any further correspondence by phone, email or otherwise;

2. Personal data received via the Bar Council Pupillage Gateway or any other centralized application process;

3. Personal data collected in the course of taking references in support of an application.

4. The personal data collected includes any personal details including name, address, contact details, education and training, employment, right to work in the UK and financial information where relevant.

5. Sensitive personal data collected with your consent includes information about medical or health conditions, including whether or not you have a disability for which Chambers needs to make reasonable adjustments; and equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief. You are entirely free to decide whether or not to provide such data and there are no consequences of choosing not to.

WHY WE PROCESS PERSONAL DATA

6. We need to process personal data:

- a. To consider and process the application;
- b. To pursue a legitimate interest, e.g. to assess performance, make a decision on the application, take a reference and protect against a legal claim; and
- c. To process special categories of personal data with the data subjects explicit consent e.g. the Equality & Diversity questionnaire and where specific medical and health information has been disclosed to enable us to make reasonable adjustments.

SHARING OF YOUR INFORMATION

7. Personal Data collected may be shared with:

- a. The Pupillage Committee and Chambers staff;
- b. Solicitors & other third parties where necessary e.g. client conferences;
- c. Professional regulatory bodies, such as the Bar Standards Board and the Bar Council;
- d. Third parties when taking or providing references.

8. In addition the names of pupils and mini-pupils may be shared with other pupils and mini-pupils.

DATA RETENTION

10. We will retain personal data for not more than two years after the final determination of the application or completion of pupillage or work shadowing, whichever is longer. After which we will securely destroy your personal data, with the following exceptions:

11. The Equality & Diversity Questionnaires are destroyed once the data has been transferred to the anonymised statistical returns for the BSB.

12. The back-up files of QEB electronic systems will be retained in a secure way. However, such files will be used only in order to restore, where necessary, specific data or emails where it is permissible to do so under our Data Retention Policy.

YOUR RIGHTS

13. You have the right to object to the processing of your personal data for the purposes referred to in this notice.

14. You also have the right to request a copy of, deletion of or correction of, your personal data, to do so, please email clerks@qeb.co.uk .

15. Full details of these rights are set out in Articles 15 to 21 of the GDPR.

16. You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>.

Thank you for considering an application to QEB for a mini-pupillage. We ask that you complete the following application form in order to apply. After completing the application form, please save your form with the following file name:

MPApplication - mmddy.forenames.lastname.pdf

(the date given in the file name should be the date of submission) and e-mail it as an attachment to the following e-mail address:

mini-pupillage@qeb.co.uk

Please do not provide any other documents such as a CV or covering letter as they will not be considered.

PERSONAL DETAILS

Title:

First name(s):

Surname:

Contact e-mail address:

Postal Address:

Alternative postal address, e.g. during academic term (please state dates in use)

Contact telephone number:

ACADEMIC DETAILS

University / Further Education

Current

If you are currently in university or further education (including professional courses such as the GDL or BPTC) please set out where you are currently studying and your subject(s) studied, including course start date and expected completion date. Please include your marks, if obtained, for any modules sat.

University / Further Education

Past

Please set out any previous university or further education that you have undertaken and now finished (if any), including the institution, degree, finish date and grade obtained, including your marks obtained for individual modules sat.

University / Further Education

Future

Please set out whether you plan to commence or are considering commencing any university or further education (including professional courses such as the GDL or BPTC) in the future and, if so, the type of course and the likely start and finish dates. (If any: it is not necessary to commit to future education for the purposes of this application)

Higher Education

Please list your A-Levels and AS-Levels or A-Level/ AS-Level equivalent (for example, International Baccalaureate) by subject, with grade obtained for each. Please also give the name of the institution at which you studied, and the date at which you finished.

Mitigating circumstances(if any)

If there are any mitigating circumstances that you feel should be brought to our attention in respect of any of the marks obtained above, please use the box above to set out any such information

MINI-PUPILLAGE

What are you hoping to gain from a mini-pupillage with QEB, and why? (max 750 characters, including spaces)

QEB specialises in family law. What 3 qualities in particular do you think make a successful family law barrister, and why? (max 500 characters, including spaces)

For each of the 3 qualities you have chosen above, and with examples if appropriate, please set out to what extent you think that you possess those qualities (max 750 characters, including spaces)

LEGAL EXPERIENCE

Please set out any legal experience that you have, including but not limited to work experience, volunteering, mooting, mini-pupillages, debating or any other legal experience that you consider to be relevant to this application. (max 750 characters, including spaces)

NON-LEGAL EXPERIENCE

Please set out any non-legal experience that you have, including but not limited to work experience, previous or current employment, volunteering, charity work, other academic achievements or any other experience that you consider to be relevant to this application.(max 750 characters, including spaces)

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Thank you for considering an application for mini-pupillage to QEB.

We aim to let all applicants know the result of their application around 2-4 weeks after each application deadline and, for those applicants who are successful, the provisional dates for their mini-pupillages. Due to the number of applicants, we are not able to offer individual feedback on applications.

For more information please consult our mini-pupillage pack on our website