



QEB MINI-PUPILLAGE INFORMATION SHEET

INTRODUCTION

These notes are intended for your guidance, and to try to ensure that your mini-pupillage at QEB is as interesting and fruitful as possible. As you are a guest in Chambers, a warm welcome will be extended to you. Please remember, however, that you will be spending your time with working barristers, and you will be expected to demonstrate the same degree of professionalism and discretion we expect of our full-time pupils.

OUR HISTORY

Our history goes back to the end of the nineteenth century when Chambers was situated in Fountain Court. We moved to Queen Elizabeth Building in 1957 following its construction on the site of the old Middle Temple Library, which had been destroyed in the Blitz.

Many distinguished advocates have been members of Chambers. Historically, these have included Lord Pearce (a Law Lord), Sir Harry Philimore (one of the prosecuting counsel at the Nuremberg war trials, who later became a Lord Justice of Appeal) and Sir Roger Ormrod (who was for many years a leading figure in the Court of Appeal). These were followed by Sir Robin Dunn, who became a Lord Justice of Appeal, and Sir James Comyn, regarded by many as the most outstanding advocate of his generation, who later became a High Court judge. Most recently Lord Wilson of Culworth served as a Justice of the Supreme Court of the United Kingdom and Lord Justice Moylan is a sitting member of the Court of Appeal.

OUR WORK

There are currently 38 members of Chambers, nine of whom are King's Counsel. We are a specialist family law set, and we are particularly renowned for our experience in matrimonial finance law. Whilst best known for our strength in finance proceedings, our barristers also deal with cases involving child law and domestic violence. Our work involves family relationships, and our cases cover a wide and diverse spectrum of issues and clients.

THE CLERKS

The Clerks run the administration of Chambers. They are Jon Bartlett (Senior Clerk), Harry Tennent, Callum Davison, Hal Laing, Kenna Collins, and Lila Gibbs. Our Chambers Administrator is Denise Strudwick. Please let the Clerks know when you arrive at Chambers in the morning. If you need to contact the Clerks, the telephone number is 020 7797 7837.

TRAVEL COSTS

We will endeavour to arrange for mini-pupils to see work being undertaken in Chambers or within walking distance of chambers. If mini-pupils are required to travel to courts at further distance, reasonable travel expenses from Chambers to the court will be paid by Chambers.

In addition, we also have discretion to offer up to £100 to those selected for mini-pupillage to assist in covering the cost of travel from outside London and/or, if necessary, accommodation in London (to be paid against suitable receipts).

MINI PUPILS

Mini-pupils generally spend three days in Chambers. The aim is for you to experience a range of the work covered by Chambers, and we will try to ensure that you spend time with various members of Chambers. You will accompany barristers to court and sit in on their cases and conferences.

LUNCH

You will probably have to make your own arrangements for lunch, which is generally taken between 1 pm and 2pm. There are many sandwich shops in the area.

TEA

It is traditional in Chambers to have tea every day at 4:00pm. Try to ensure that you come to tea at least once during your mini-pupillage, as it is a good opportunity to meet other members of Chambers.

DRESS

Mini-pupils are asked to attend Chambers in formal dress: i.e. a dark grey, navy, or black suit with a white shirt or blouse. This is a necessity for attending client conferences and court hearings.

ETIQUETTE

You will be encouraged to discuss all aspects of life and work at the Bar. Please feel free to ask the barrister you are with any questions you have and do comment on the cases

you see. However, **when you are in the company of solicitors or lay clients, please do not speak or ask questions unless you are specifically invited to.**

CONFIDENTIALITY

For data protection/confidentiality purposes, you will be required to sign a confidentiality undertaking upon arrival in Chambers and in advance of your mini-pupillage formally commencing. We must be satisfied that you understand the seriousness and importance of this undertaking and if we are not, we reserve the right to suspend your mini pupillage until such time as we can be satisfied that you will maintain absolute confidentiality. You will also be required to return to us/the clerks at the end of each day, copies of any documents you have been given and/ or any notes that you have made.

DATA PROTECTION

What information do we collect and how do we use it?

Personal data processed and collected by us includes:

1. 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

- 9. 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:
 - a. The Equality & Diversity Questionnaires are destroyed once the data has been transferred to the anonymised statistical returns for the BSB.
 - b. 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

- 10. You have the right to object to the processing of your personal data for the purposes referred to in this notice. 10. 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 .
- 11. Full details of these rights are set out in Chambers GDPR. You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>.