



Supplementary Privacy Notice regarding Fit and Proper Person Checks for Admission to the Inn and Call to the Bar

The Honourable Society of Lincoln's Inn, known as 'the Inn' in this supplemental privacy notice, respects your privacy and is committed to protecting your personal information. This privacy notice supplements the Inn's main privacy notice, which can be found at www.lincolnsinn.org.uk/policies/ along with other policies about the fit and proper checks and data protection, and will inform you as to how we look after your personal information and tells you about your privacy rights and how the law protects you, when the Inn conducts fit and proper person checks on you as part of your application for admission to the Inn and to be called to the Bar.

1. What personal information do we hold about you?

Listed below are the categories of personal information about you that we collect, store, and use during the process of conducting fit and proper person checks on you as part of your application for admission or Call to the Bar:

- Personal contact details such as title, name, addresses, telephone numbers, and personal email addresses
- Date of birth
- MyBar Reg Number (if applicable)
- Details of membership of Inns (including any refusal of membership or expulsions)
- Details of academic misconduct, professional or regulatory investigations and proceedings
- Details of bankruptcy or similar arrangements
- Identity documents
- Photograph and video images of you as part of the criminal records check process, if undertaken by video link

Listed below are the 'special categories' of more sensitive personal information about you that we collect, store, and use during the process of conducting the fit and proper person check on you as part of your application for admission to the Inn and your application be called to the Bar:

- Information about criminal convictions and offences
- Information about health conditions which might pose a risk to any member of the public or impair your judgement as a practising barrister

2. How is your personal information collected?

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We collect personal information about you either directly from you, such as through your application form, or from Due Diligence Checking, the third-party criminal records check provider we have contracted with to undertake the criminal records check. We may sometimes collect additional information from third parties, for example from former employers, educational institutions, or relevant authorities.

3. For what purposes do we use your personal information?

We have set out below, in a table format, a description of the ways we plan to use your personal information, and the legal basis that we rely on to do so. We have also identified what our legitimate interests are where appropriate. Some of the grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

Purpose/Activity	Lawful basis for using the personal information including the basis of the legitimate interest	Who will receive the personal information and where if outside the United Kingdom?
Collecting and reviewing information regarding criminal convictions or offences that is voluntarily disclosed or obtained through official criminal record checks	Compliance with a legal obligation when the fit and proper test as required by the Bar Standards Board applies and otherwise legitimate interests (to assess suitability of applicants)	The Inn, third-party criminal records check providers and relevant authorities, worldwide where applicable
Confirming your identity and UK residency or overseas equivalent	Compliance with a legal obligation	The Inn, third-party criminal records check providers and identity verification providers
Collecting the Admission Declaration and Call Declaration and assessing for compliance with the fit and proper test, including supporting documentation on matters disclosed in the declarations	Compliance with a legal obligation (regulations set by the Bar Standards Board)	The Inn and Inns' Conduct Committee, where referral is necessary
Reviewing academic misconduct or disciplinary matters obtained from the Bar Course Providers	Compliance with a legal obligation	The Inn and Inns' Conduct Committee, where referral is necessary
Complying with legal or regulatory obligations or requests	Compliance with a legal obligation	Regulators (including the Bar Standards Board) and governmental agencies

4. Information about criminal convictions

We may only use information relating to criminal convictions where the law allows us to do

so. This will usually be where such processing is necessary to carry out our obligations to assess that you are fit and proper to practise as a barrister as part of the admission and Call processes and provided we do so in line with our Data Protection Policy.

We have in place an appropriate Data Protection Policy and additional policies, which we are required by law to maintain when processing such information.

5. Data retention

How long will you use my information for?

We will retain your admission and Call declarations, information provided about matters disclosed on the declarations, information obtained from any criminal records check exercise, and the outcome of any referrals to the Inns' Conduct Committee indefinitely. Retention of this information ensures that we can verify at a later date that matters were declared to the Inn at the appropriate point and have been assessed by the Inn and Inns' Conduct Committee, where necessary. This also ensures that matters that have already been declared and dealt with at admission to the Inn are not subject to a further referral to the Inns' Conduct Committee at Call to the Bar.

This information is held securely and access to it is limited to those involved in the admission and Call processes and record keeping.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.