

Client Confidentiality Policy

1. Introduction

- 1.1. This policy is for circumstances where members of New Square Chambers are instructed on behalf of different parties. It has been written in compliance with Core Duty 6 of the Bar Standards Board's Handbook (the duty to keep the affairs of each client confidential) and conforms to rule rC89.5 of that Handbook. It does not relate to the circumstances in which a barrister must, for reasons of professional embarrassment such as a conflict of interest, decline to accept a brief or instructions pursuant to rule rC21 of the Handbook.
- 1.2. Chambers are happy to discuss any measures required to ensure security and confidentiality for your matter. For further information please contact the Head of Clerking Phil Reeves.

2. Practice Management

- 2.1. We provide separate clerking where members appear against each other
- 2.2. Solicitors are informed of their allocated clerk, so that they can deal only with that allocated clerk
- 2.3. Telephone calls are able to be taken in private and procedures can be implemented to separate electronic records to satisfy the client's requirements

3. Papers

- 3.1. Care is taken to ensure papers are kept confidential to the barrister working on the case
- 3.2. Chambers has the ability to store sensitive documentation in a safe on the premises
- 3.3. A code name for the case may be used if required, to remove any indication on the outside of papers of the matter to which they relate
- 3.4. Where particularly sensitive documents are to be delivered, clerks make arrangements with solicitors to ensure security. We also maintain security by ensuring secure disposal. We can shred confidential documents if it is thought appropriate to do so

4. Diaries

- 4.1. We maintain secure electronic diaries.
- 4.2. Individual diaries are not available for inspection by other barristers.

5. E-mails

- 5.1. Each barrister and clerk has a personal e-mail address.

6. Barristers

- 6.1. Barristers' rooms are lockable.
- 6.2. Barristers on opposite sides will not discuss the case with each other, unless instructed to do so.
- 6.3. Counsel will exercise discretion in discussing the matter with any other members of Chambers or other clerks.

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