

CONFIDENTIALITY AGREEMENT FOR MINI-PUPILS



PREAMBLE

During your time with us as a mini-pupil, you will be exposed to information relating to the cases you are following. The barristers you are shadowing are bound by strict obligations concerning the confidentiality of the information they receive, and are obliged to follow data protection laws concerning personal information that they receive about their clients and cases. These obligations are extremely important and, as a mini-pupil, you will also be bound by these obligations. This means that:

- You *must not* discuss confidential details or personal information that you learn about a case or client with anyone other than the barrister who you are shadowing (i.e. you must not, for example, discuss such details and information with your family members, friends, fellow students or course tutors);
- You *can* discuss what you have learned during your mini-pupillage in *general* terms (for example when discussing it in an interview for pupillage), but you must not reveal personal or confidential details about a case at any time; and
- You *must not* post, publish or otherwise share any confidential information that you learn during your mini-pupillage on any online platform or otherwise.

Confidential information includes anything you hear in a conference with a client or in discussions between the barrister you are shadowing and other advocates or the barrister's instructing solicitor, and anything that appears in a document that you are given to read. The majority of Chambers' work at court will be heard in private, not open to the public, and is therefore confidential. If you are in any doubt about what sort of information is or is not confidential, please check with the barrister you are shadowing.

Your mini-pupillage is offered on the basis that you have read this Confidentiality Agreement and that by signing it you agree to be bound by its contents.

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AGREEMENT

In consideration of the members of North Square Barristers (“NSQB”) offering and allowing me to undertake a mini-pupillage, I hereby confirm, and undertake to all members, that:

1. I shall maintain absolute confidentiality over all matters and information that I learn during and/or as a result of my mini-pupillage, including (but not limited to) matters and information relating to: (a) any case in which any member of NSQB has been instructed; (b) the administration or management of NSQB or any member’s practice; and (c) anything learned from reading papers, attending conferences, discussing cases with members of NSQB, attending private court hearings, or otherwise.
2. I shall use my knowledge of all such matters and information only for the purpose of my mini-pupillage and for no other purpose. I shall not disclose any such matters and information or their existence to any other person outside NSQB.
3. During the course of my mini-pupillage, I shall keep in my secure possession at all times any hand-written notes and/or electronic notes that I have made pertaining to any case to which I have become privy during my mini-pupillage.
4. At the end of my mini-pupillage, I shall securely destroy any hand-written notes and/or electronic notes that I have made pertaining to any case to which I have become privy during my mini-pupillage.
5. If at any time during the course of my mini-pupillage it comes to my attention that I have, prior to starting my mini-pupillage, knowledge of any confidential or legally privileged information relating to any matter to which I know or believe any member of NSQB has been instructed, I shall immediately: (a) inform the barrister who I am shadowing that I know confidential or legally privileged information – *but not what that information is*; and (b) comply with any reasonable instructions which might be given to me in relation to this.
6. I shall not, following my mini-pupillage, provide any professional or other services to any person related to any matter in which I learned any confidential or legally privileged information during the course of my mini-pupillage.

Name of mini-pupil:

Signature:

Date: