**Work Experience at Five Paper**

A work experience taster placement gives those interested in a career at the Bar an opportunity to come to Chambers for one or two days in order to sample what it is like working as a Barrister (for which there is no typical day) and what a Barristers Chambers is like. This may include time spent in the clerks room, and time spent accompanying a Barrister to Court, attending a conference with clients, and/or reading over and discussing case papers.

Although every effort will be made to welcome you to Chambers and to involve you in the work we do, please also appreciate that the Barristers and Clerks here are very busy.

Our placements are not funded, however in exceptional circumstances we may be able to offer some (limited) assistance with travel and other expenses. Applications for such must be made in advance to the Mini-Pupillage & Work Experience Co-ordinator and are dealt with in accordance with our policy, accessible from our website.

You will be asked to sign a confidentiality agreement when you arrive at Chambers (please see further below). We ask that you remain discrete at all times, particularly when with clients. Please be dressed smartly in a dark suit and wear sensible footwear (for travelling to Court across London).

On your first day, please arrive at reception at 9am and introduce yourself. The clerks will then assist you throughout your stay with us. Normally, you will be finished by about 5pm. It is worthwhile investing in a travelcard for your stay.

If you need to contact us in the meantime about your week, please ring the clerks or email clerks@fivepaper.com.

We hope you enjoy your time with us.

Directions:

From Temple tube (District and Circle Lines), 5 mins walk: turn right then immediately left. Cross over the road and then take the next small road on the left, Middle Temple Lane. Take the first right and then walk straight on, past Inner Temple Gardens, and turn right. We should be straight ahead of you; a red brick building with turrets.

From Chancery Lane tube (Central line), 10 mins walk: From ticket barriers, turn right and take stairs to left. Proceed towards McDonalds. At HSBC, turn right down Fetter Lane. At the end of Fetter Lane, cross at the lights and proceed straight across into Mitre Court, where you can enter Inner Temple. We are at the bottom right of the car park (red brick building with turrets).

From Blackfriars tube and overground station, 3 mins walk: Use the pedestrian subway and take exit 8 (last on right), take the second road on your left, Tudor Street and proceed straight on, under the arch. We are diagonally opposite, on the left.

Confidentiality

When you arrive at Five Paper, we will ask to you sign a confidentiality agreement (in the form set out at the end of this sheet). This is important. All Barristers owe a duty of confidentiality to their clients. This means that the information about our clients, especially their personal details, is private and must not be disclosed to anyone else outside of the case (that means that you should not talk about the details of the case to anybody else outside of Chambers, or write about it elsewhere). This is something that is very serious and we ask that you are careful at all times (whether out in public during your time with us, or when you are home afterwards). If you do not understand about what the duty of confidentiality means, please ask.

You must not take any case papers out of Chambers and any notes that you take must be disposed of before leaving Chambers.

Your Data / Privacy

We (the Barrister’s Chambers known as Five Paper, the Mini Pupillage Co-ordinator, and staff) keep your application (the email and any CV attached) for 7 years before destroying such. We keep your details in case any complaint is received. We also keep a list of work experience students which contains their name, the date they are attending Chambers and any mobile phone telephone number and email address provided to us in case we need to contact them. This is also kept for 7 years before being destroyed. We keep this list to be able to administer our students and contact them and afterwards so that we have a record of who attended when and can easily contact them if the need arises. We also keep your signed confidentiality agreement for 7 years in case any complaint is made and for regulatory purposes. Only the Barristers and employees of Chambers have access to your information and we do not share this information with third parties, save as may be required by law or with your prior written consent.

More details about this, including your rights and the name of the data protection officer will be published on and updated on our website [www.fivepaper.com](http://www.fivepaper.com), which contains links to both the Mini Pupillage Policy and Chambers’ Data Protection Policy.

**Confidentiality Undertaking**

In consideration of Ms Rachel Sleeman and the members of chambers allowing me to do a mini pupillage in chambers, I undertake to Ms Rachel Sleeman and all members of chambers that I will maintain absolute confidentially over all matters I learn from reading papers, attending conferences, discussing cases with members of chambers and attending private court hearings or otherwise.

Signed:

Print Name:

Date: