

Privacy notice

1. Who we are

The BCU Law Clinic ('we' or 'us') are a 'data controller' for the purposes of the data protection legislation (including the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)) and we are responsible for, and control the processing of, your personal information.

2. Your privacy

We are committed to protecting your privacy. This notice explains how the university and the BCU Law Clinic collect and process your personal information for the purposes of providing general legal advice.

3. Information we collect

We obtain personal information about you from the following sources.

Information provided by you:

Personal information during the initial interview, whether online or in person	
Personal information through one of our websites, i.e. through our online enquiry form	
Completed and/or returned surveys or response/feedback forms such as equality and diversity monitoring form and post-interview questionnaire	
Registered to attend an event	
Personal information as part of discussions with any of our team or representatives, such as a drop-in enquiry	
Other (please state)	

We may process the following personal information about you:

- (a) Your title, full name (including former name or alias), gender, date of birth.
- (b) Your contact information (home/term-time address, telephone number(s), email address).
Your business details, including positions, organisation, professional

memberships and qualifications.

- (c) Your outside interests and memberships.
- (d) Your financial information (including your bank/building society details).
- (e) Information available through the media or the world wide web.
- (f) Your family/next of kin details, including your spouse/partner.
- (g) Other information you share with us.

Personal information we collect about you may include 'special categories' data, such as information about your racial or ethnic origin, religious or other beliefs, physical or mental health and criminal offences/proceedings.

'Special categories' data would only be processed where you have provided it yourself (with your consent), for example during discussions with any of our representatives or where such is recorded for the purposes of assessing accessibility requirements arising as a result of a disability, or where this information has already been made public or processing is required by law.

4. How we use your data

We collect your personal data solely for the purpose of providing you with general legal advice concerning the issue that you have visited us about; such information will only be shared between those supervisors and students whom are working on your case. Occasionally our supervisors will be solicitors in practice whom are external to our organisation.

In relation to special categories data, we collect personal information to enable us to deliver these services and to better understand our community so that we can better meet your needs and improve our services. This data is shared periodically with LawWorks anonymously.

We may process your personal information for the following purposes:

- (a) Due diligence
Should you choose to make a gift or donation to the university, we may process your personal information for due diligence purposes and in line with our *Corporate fundraising policy* [\[insert link\]](#).
- (b) Communications
We may, from time to time, contact you by email, post or telephone to pursue the purposes mentioned above and in particular for the following reasons:

- to keep you up to date with the progress of your legal matter
- to invite you to events that may be of interest to you
- to invite you to support our fundraising activities
- to keep you up to date with other relevant information, which we think may be of interest to you.

If you would like to opt out of the above communications, please let us know. See **9. How to contact us** below for further information.

5. Who your information may be shared with

Your personal information is held in a secure location (locked filing cabinet) and may also be held on a cloud-based client management system. We will not disclose your personal data to other companies within our group, third parties working in partnership or on behalf of the university, and/or government agencies unless required to do so by law.

We do not transfer your personal information to third parties outside the European Economic Area (EEA) or to territories without adequate levels of protection. Where personal data is processed by a third party, we take reasonable steps to ensure that the data is processed strictly according to the instructions of the university, for the relevant purposes only and securely destroyed or returned upon completion/termination. We take reasonable steps to ensure that third party processors are subject to written legal obligations in respect of data protection and the duty of confidentiality.

We do not sell or rent any personal information or data supplied by you. We may compile aggregate statistics and provide them to third parties, but we do not include personal information that identifies individual users.

6. Retention

We may retain your personal information for a period of six years or as long as necessary and in line with our statutory/regulatory obligations where appropriate.

If you wish to request for any of your records to be removed from our database, or would like to opt-out of any or all communications from the [*insert university name*], please see **9. How to contact us** and **7. Rights of data subjects** below for further information.

7. Rights of data subjects

(a) Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request).

- (b) Right to correct mistakes in your information

You can require us to correct any mistakes in your information that we hold free of charge. If you would like to do so, please write to us (see **9. How to contact us** below) and provide us with enough information to identify you, as well as inform us of the information that is incorrect and what it should be replaced with.

- (c) Right to ask us to stop contacting you with direct marketing

If you would like to amend your mailing subscriptions or unsubscribe you can do so by emailing *[insert email address]*.

8. Lawful basis for processing

The university may rely on one or multiple grounds for processing your personal data including:

- (a) You have provided consent for the processing.
- (b) There is a contractual commitment to provide the services and, therefore, processing is necessary to meet those contractual obligations.
- (c) The information is available to the public at large.
- (d) The processing is necessary for the purposes of legitimate interests of the university or other third parties and does not affect the fundamental rights and freedoms of the individuals concerned.

9. How to contact us

Please contact BCU Law Clinic at BCUlawclinic@bcu.ac.uk

If you have any concerns or believe that your personal information is being handled in a manner which is contrary to statutory requirements, please address this via our complaints policy and we will refer to our Data Protection Officer.

10. Revisions to the privacy notice

We may revise this privacy notice at any time in response to changes in the law or other factors. We encourage you to periodically visit this page to review the most current policy, or obtain a copy by contacting us directly.