

Legal Advice Centre – Privacy Notice

The University of Winchester treats the personal data and special category data entrusted to its care very seriously. It complies fully with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. All data is processed in line with data protection principles.

In submitting your personal data to the Legal Advice Centre you acknowledge that the University of Winchester, the external lawyers and their staff, will process your personal data (including sensitive personal information) for the reasons and purposes outlined within this notice.

Lawful basis for processing

The University has a legal obligation to collect a certain amount of necessary information in order to perform the services offered. Therefore, our lawful basis for processing personal data is 'Legal Obligation' – Article 6(1)(c) as set out under the UK GDPR.

Special category data, such as disability information, is collected under the lawful basis of 'substantial public interest' - Article 9(2)(g) as set out under the UK GDPR. We rely on condition 8 of Schedule 1 of the Data Protection Act 2018 - 'equality of opportunity or treatment'.

Purposes for processing

The information collected is used for the administration of the Legal Advice Centre and to provide initial free advice from a qualified lawyer.

This will include, undertaking identity and conflict of interest checks, to comply with statutory reporting obligations including those in respect of money laundering and fraud, and in order to deal with your request for advice and facilitate your use of the service offered by the Centre including post interview contacts for feedback and equal opportunity monitoring purposes.

Data Collected

Names, adult status, address, telephone number, email address, contact preferences, disability information, reason for seeking legal advice, details of other interested parties and time limits relating to your case. Notes taken and any documents copied including proof of identity documents during the interview and other written communications between you and the Centre.

Access, sharing and storage

Trained University law students will be present during the process in order to gain supervised work experience. All work carried out by students will be checked by University staff or lawyers associated with the Centre.

Information will be stored securely in both paper and electronic form. Strict procedures are in place to ensure limited and secure access. Information will not be shared with any third party without written consent or unless we are required to do so by law, any court or tribunal, or any professional regulator such as the SRA.

Retention Period

All recorded information will be kept for a period of 6 years, as determined by our legal obligation. After this retention period, all information will be confidentially wasted or deleted, with the exception of your name, address and brief nature of your case for any future conflict of interest checking purposes.

Rights

As an individual you have rights available to you regarding the use of your data. More information on these rights can be found [here](#). To exercise any of these data rights, please contact the Data Protection Officer, whose details are listed below.

Name and contact details of organisation and representative

If you have any queries or concerns about the use of your personal information, please contact:

Stephen Dowell, Data Protection Officer

Address: University of Winchester, Sparkford Road, Winchester, Hampshire, SO22 4NR

Tel: 01962 841515 Ext.7217

Email: DPO@winchester.ac.uk

Right to lodge a complaint with the ICO

You also have the right to complain to the ICO if you are unhappy with how we have used your data. The ICO can be reached in the following ways::

Address: Information Commissioner's Office, Wycliffe House,

Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Website: [ICO.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint)