

## Data Privacy Notice

The University of Southampton Legal Clinic is registered with LawWorks, a charity committed to enabling access to justice through free legal advice, and operates as a Legal Clinic providing initial advice and assistance to staff, students, and the wider public, and, when appropriate, case working as part of the Clinical Legal Education initiative. The Clinic is responsible for the collection and processing of personal data including data defined as sensitive by the General Data Protection Regulation (GDPR) (EU) 2016/679. As such, the University of Southampton is the data controller and is committed to protecting the rights of participants in line with the UK Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR). The University of Southampton has a [Data Protection Officer](#) who can be contacted through This [ServiceNow web form](#)

We take the collection, storage, and use of personal data very seriously. All data collected through the Legal Clinic is processed and stored in accordance with the Data Protection Act 1998 and the new General Data Protection Regulation (GDPR).

### **What information does the Legal Clinic collect?**

The Clinic collects the following pieces of information on clients through the initial client form:

- Age range
- Brief description of their legal issue
- Contact details
- Date of birth
- Details of your opponent (where applicable)
- Disability
- Ethnicity
- Gender
- Home address including postcode
- Name
- Sexual orientation

**Who is collecting it?**

Information is collected and processed by the Legal Clinic administrator currently in post at the University of Southampton, who receives the Client Enquiry forms.

**Who will it be shared with?**

The Legal Clinic administrator shares details of client names and contact details including telephone number and email addresses with the Clinic staff and students to facilitate the smooth handling of your case. We do not share your details with anyone else without your consent. We may need to contact third parties in connection with the conduct of your case.

**The Legal Clinic collects client data for the following reasons:**

1. The Clinic is required, as part of its LawWork's membership, to submit reports in relation the clients it supports. The data also allows the Clinic to monitor its activities so that its services are in line with the needs of clients.
2. The collected data allows Clinic on wider access to justice issues and to use anonymised data for the purpose of research into legal need.
3. To allow the Clinic to fulfil its commitment to equality, diversity, and inclusion, for example by offering online meetings to clients.
4. The collected data allows the Clinic staff to assess whether the Clinic has the expertise and resources to support its clients.

**Processing client data**

- The Legal Clinic is a student-led enterprise that is part of the University's Clinical Legal Education initiative. The Clinic provides pro bono (free) legal support to staff, students, and the wider public. The process begins when a client submits the Client Enquiry form. If the Clinic is unable to provide support to the client, their enquiry form is permanently deleted from the Clinic's system.
- All client data is stored on the University's SharePoint. Access to the SharePoint is limited to Clinic staff and students. All client documents are password protected.
- The client's file is stored on the University's SharePoint. The Clinic does not keep physical files.
- The Clinic's offices are in Building 4, Highfield Campus, Southampton, SO17 1BJ. Client meetings are conducted in the Clinic's offices. Only Clinic students and University staff have access to the Clinic's offices.

## **Client consent**

The Legal Clinic does not process any data without the client's explicit consent. For children aged 15 or under, data is collected via a parent/carer. For those aged 16 or older, the Clinic collect's the data directly from the client. Clients have the right to withdraw their consent at any time by emailing the Legal Clinic at [legalclinic@soton.ac.uk](mailto:legalclinic@soton.ac.uk)

## **Will client information be stored?**

Data protection legislation requires the Legal Clinic to keep client information secure. This means that client confidentiality will not only be respected, but all appropriate measures will be taken to prevent unauthorised access and disclosure. Only University staff and Clinic students will have access to client information. As stated above, access to the Legal Clinic's SharePoint is only available to University staff and Clinic students. Client documents are password protected. Students' access to a client's file is removed as soon as the students are no longer involved in that client's case.

## **How long will it be kept?**

We are required to retain your details and information for a minimum of six years after which it will be deleted without further notice to you.

## **Clients accessing their personal information**

Clinic clients have the right to access their personal information, to object to the processing of their personal information, to rectify, to erase, to restrict and to port their personal information. Should a client have any concerns about the use of data for these purposes or would like to obtain a copy of the data the Clinic holds about them, requests or objections should be made the University Data Protection Officer This [ServiceNow web form](#) or in writing, addressed to:

The Data Protection Officer

Legal Services

University of Southampton, Highfield

Southampton, SO171BJ

The University also have additional policies and guidelines concerning particular activities. If you would like further information, please see our Publication Scheme at:

[http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication\\_scheme](http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme)

The University's Governance Data Protection, Freedom of Information and Data Breach [webpage](#)

**Information Commissioner's Office**

Alternatively, you can contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>

Clients should contact the Legal Clinic Director should they have any further questions about how the Clinic processes individual monitoring data – o.madhloom@soton.ac.uk