



PRIVACY NOTICE

Applicants for Registration as a Student of the Society/Registered Students

What is the purpose of this document?

The Law Society of Northern Ireland ('LSNI') is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you have applied to be admitted to the Institute of Professional Legal Studies and you have included the solicitor training course as one of your options. All applicants to the Institute who have received either an offer of a place (conditional or otherwise) or who are on the waiting list, following the first round results letter from the Institute, will receive registration papers from LSNI. This privacy notice makes you aware of how and why your personal data will be used, namely for the purposes of the application and registration process, apprenticeship and training, admission to the Roll, and post admission to the Roll. It also explains how long your personal data will usually be retained for. It provides you with certain information that must be provided under the UK GDPR (General Data Protection Regulation).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your application to be enrolled as a student of the Society, the registration process, apprenticeship and training, admission to the Roll and post admission to the Roll, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your Petition for Registration as a Student of the Society, including name, address, date of birth, contact details, educational details, and any bankruptcies.
- The information you have provided to us in your Supplementary Declaration Form.
- The information contained in your Contract of Apprenticeship/ Indentures of Apprenticeship.
- Your original birth certificate.
- Your original degree certificate/ letter from an educational establishment indicating degree obtained or expected.
- Written character references from persons of standing in the community, submitted by you.

- Passport photograph submitted by you.
- Any additional information supplied to us during the application and registration process, during apprenticeship and training, upon admission to the Roll and post admission to the Roll.
- Information about any transfers of apprenticeship i.e. to a new Master.
- We may also collect, store and use the following “special categories” of more sensitive personal information:
- Information about your health, including any medical condition, disability, health and sickness records.
- Information about criminal convictions and offences, cautions, binding over orders, and prosecutions pending. We will also collect information from Access NI checks supplied to LSNI.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the applicant to the Institute of Professional Legal Studies.
- Your named referees.
- The Institute of Professional Legal Studies.
- Your Master.
- The Council of Legal Education.
- QUB Academic Affairs.
- Course work and assessments submitted by you in respect of courses run by the Society.
- Third Parties: information about you may from time to time be supplied to LSNI by third parties e.g. a complaint, or query, from a member of the public.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your qualifications, and suitability to be registered as a Student of the Society.
- Carry out background and reference checks, where applicable.
- Communicate with you about the application and registration process, apprenticeship and/or training, for any application for admission to the Roll, and following admission to the Roll as a Member of the Society.
- Having received your application form and the supplementary information requested, we will then process that information to decide whether you meet the essential requirements to be registered as a Student of the Society.
- Keep records related to our application processes.
- Monitor your progress during your training and apprenticeship.
- Where required/ applicable, to make special arrangements for examinations.
- It is in the legitimate interests of LSNI to ensure that applications are properly assessed.
- To comply with legal or regulatory requirements, and act in the public interest. We are obliged to assess whether individuals meet the statutory requirements to be registered as a Student of the Society and admitted to the Roll of Solicitors.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application, this may result in your registration being refused. Following registration, where we need to collect personal data by law or to exercise our regulatory function, if you fail to provide the information, the matter may be referred to the Professional Ethics and Guidance Committee, and may result in regulatory action.

How we use sensitive personal information

We will use your sensitive personal information in the following ways:

We will use information about your disability status/health where it is necessary to make special arrangements in examinations, or in the context of extenuating circumstances.

Information about criminal convictions

We will process information about any criminal convictions you may have as well as binding over orders, cautions and pending prosecutions.

We will collect information about your criminal convictions provided in your application forms. We may carry out a criminal records check or require an Access NI check to be supplied to the Society in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable to be registered as a Student of the Society or admitted to the Roll of Solicitors.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data about criminal convictions and offences.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

We may share information about you with the Institute of Professional Legal Studies and more widely within QUB or with your Master where necessary for admissions, registration, or in relation to your training.

We may also share limited information about you with other third parties, for example where we are obliged by law to disclose information to the police, or other authorities. We may confirm to members of the public whether or not you have been admitted to the Roll of Solicitors, or are registered as an apprentice/trainee.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of 6 months after the closing date for registration if for any reason your application for registration is not accepted or if you decide not to take up the apprenticeship or 6 months after you lodge your documents, whichever date is later. We retain your personal information for this period so that if for any unusual circumstances the outcome of an application for registration as a Student remains under consideration, or, if applicable, is subject to appeal, the necessary information is available to us. If any appeal process has not concluded by the end of this period, we would retain your information until the appeal process is complete. If you are not registered as a student of the Society, after this period, we will securely destroy your personal information in accordance with our data retention policy.

Should you successfully register as an apprentice we will retain your personal information on file until you reach the age of 75, unless you continue to practice beyond this.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Peter O’Brien, the LSNI Data Protection Liaison Officer, in writing.

Full name of legal entity:	Law Society of Northern Ireland
Internal Data Protection Liaison Officer:	Peter O’Brien
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