

UWE Business and Law Clinic Privacy Notice

In order to provide you with legal services, we need to have information about you. This privacy notice tells you how the UWE Business and Law Clinic (the BLC) will process your information.

'Process' means to collect, hold, use or share your information. The information, also called data, may be used for different reasons depending on the type of service we are giving you.

The BLC is part of the University of the West of England, Bristol (UWE) and any personal data we have is subject to the General Data Protection Regulation, 2016, Data Protection Act, 2018 and UWE's Data Protection Policy.

UWE, including the BLC, is a data 'controller' under the meaning of the General Data Protection Regulation (GDPR). For some purposes, the BLC may be a data 'processor' for an external data controller. We will protect your data in the same way whether as a controller or processor.

You have rights under GDPR that may include the right to see what information we have about you, the right to change incorrect information, the right to be 'forgotten' which means that we have to delete or destroy your information (but this depends on our legal reason for holding it). If you want to request any of these, you should contact the Data Protection Officer (DPO) at UWE. You should also contact the DPO if you want to complain about the way we use your data.

The BLC may provide legal services that require us to process data in a particular way.

What we ask for:

In order to be able to provide you with legal services we will need information from you. This information will include 'personal information' which is any information that can identify you. This includes your name, address, email address, telephone number etc. We may also ask for 'special category' information which means information that could affect your fundamental rights and freedoms. It includes things like your ethnicity, race, religion, health details, sexual orientation etc. This information is very sensitive. We are allowed to process it because we are providing you with legal services.

How we get it:

We obtain your data directly from you when you tell us about your legal matter and/or provide us with documents, so that we can provide you with legal advice.

How we use your data:

We use your data to be able to give you advice. We are allowed to process your information for different legal or regulatory reasons. For example, just like any law firm, if a legal regulator, like the Solicitor Regulation Authority (SRA), needed to see our files with your information because of an investigation or an audit, we can process your information for that purpose

Reasons Include:

- **Consent:** We can process your information if you give us permission. We have to ask for your permission (often called 'consent') to collect, hold, share or use your information. If we want to change how we do those things, we have to ask your permission again, if consent is the only reason we have to process it.
- **Contract:** We can process your information if we have a formal agreement, a 'contract' to do so, or if we have to take specific steps to have an agreement with you, like take your name and telephone number or email, details about your case, etc. In order to receive services from us, we ask you to sign documents including our Terms and Conditions. By signing these you have agreed for us to process your information in order to be able to provide you with our services.
- **Legal Obligation:** We can process your information even without your consent or a contract if we have a legal obligation to hold it. We will hold your paper case file papers physically for six years in case you complain about our services. We will keep electronic records of your case in a secure data storage system, called Clio, which is approved for use by the Law Society of England and Wales.
- **Vital Interest:** We can process your information if it is necessary to protect someone's life.
- **Public Task:** We can process your information if it is necessary for a task we have to do in the public interest or for our official functions, if what we have to do has a clear basis in law.
- **Legitimate Interests:** We can process your data if it is necessary to protect your legitimate interests or the legitimate interests of a third party (where these legitimate interests do not override your rights or interests).

If you have questions about this Privacy Notice please contact the Business and Law Clinic Director at: Rachel.wood@uwe.ac.uk. Or, contact the UWE Data Protection Officer at: dataprotection@uwe.ac.uk