



Law Society of Ireland

Privacy Statement for Traineeship Applications

We are the Law Society of Ireland of Blackhall Place, Dublin 7, Ireland (the “**Law Society**”, “**we**”, “**us**”, “**our**”). We are the educational, representative and regulatory body of the solicitors' profession in Ireland.

We take our responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation such as the Data Protection Act 2018 very seriously. The purpose of this notice is to inform you of the data relating to you that we may collect and use in connection with your application for consent to enter into indentures of apprenticeship (“**Traineeship Application**”) and thereafter in respect of your attendance at the Law Society Professional Practice Courses and your in-office training period.

The Law Society is the controller of this personal data. If you have any questions about our use of your personal data, please contact us at dataprivacy@lawsociety.ie

Personal Data that we collect and Process

We will collect and process personal data relating to you in connection with your Traineeship Application. This personal data may include:

- your name and contact details, including your address, phone number, email address and post code;
- your pps number;
- your date of birth;
- copy/certified copy of your birth certificate;
- name and contact details of your next of kin;
- your credit/debit card or bank account details;
- photographic identification, including copies of your passport or driving licence (if submitted);
- the name of your training solicitor;
- where necessary, evidence and details of any disability you may have;
- your Law Society identification number;

- your educational background, including a copy/certified copy of your degree certificate or evidence that you have passed the Law Society’s Preliminary Examination;
- where relevant, evidence of you having been recognised as a bona fide Law Clerk by the Education Committee of the Law Society;
- evidence of you having passed the Law Society’s Final Examination – First Part;
- your Student Universal Support Ireland (SUSI) application number and amount of grant(s) awarded;
- your employment background and details of current and former positions;
- character references;
- details of disciplinary hearings before the Law Society Education Committee, if any;
- details of your relevant criminal records, if any;
- any other personal data which you provide to us directly e.g. medical information;
- Details of your attendance at your training office and progress in completing the required blocks of training via Form 6.
- Details of your attendance at your training office and progress in completing the required blocks of training via Form 7.
- Details of your progress in respect of the completion of the in-office training via an office visit questionnaire and office visit by a representative from the Traineeship Department.
- Details of training completed in respect of applications for Pre PPC I credit and PPC Hybrid credit.

Purposes of Processing and Legal Basis

We will use personal data relating to you for the purposes of:

- processing your Traineeship Application;
- processing your application to attend PPC I;
- processing your application to attend PPC II;
- processing your application to PPC Hybrid;
- processing your application for Pre-PPC I credit and PPC Hybrid credit;
- processing any relevant traineeship applications that you make to the Director of the Education e.g. maternity/paternity/adoptive leave dispensation and transfer of Training Solicitor applications;

- processing any applications that you make to the Education Committee of the Law Society;
- assisting Student Universal Support Ireland (SUSI) in respect of your grant application (if any) and processing grant payments received;
- providing Student Universal Support Ireland (SUSI) with confirmation of your attendance on PPC I and PPC II;
- contacting you in order to provide you with updates in relation to your Traineeship Application and in order to deal with any queries raised by you in respect of your Training Contract;
- assessing your suitability to be entered on the Roll of Solicitors and furnishing your traineeship file to the Law Society Enrolment Section for processing of your application to be entered on the Roll of Solicitors;
- issuing confirmation of student status letters to you e.g. in respect of your application to open a student bank account or an application for a student travel card;
- to comply with our legal and regulatory obligations;

The legal bases on which we collect, process and transfer your information in the manner described above are:

- *that this is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract;*
- *our legitimate interests in regulating the solicitors' profession in Ireland and ensuring the proper management and functioning of the Law Society. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms; and*
- *that this is necessary for compliance with a legal or regulatory obligation that applies to us; and*
- *to perform a task carried out in the public interest.*

The legal bases on which we collect, process and transfer special categories of data relating to you in the manner described above are:

- *that this is necessary for reasons of substantial public interest; and*
- *that you have given your explicit consent to such processing.*

The legal basis on which we collect, process and transfer personal data relating to criminal convictions and offences in the manner described above is:

- that this is authorised by law under Section 24 of the Solicitors Act 1954, as substituted by Section 40 of the Solicitors (Amendment) Act 1994 & Section 27 of the Solicitors Act 1954, as substituted by Section 43 of the Solicitors (Amendment) Act 1994 and Statutory Instrument 546/2001.

Recipients of Data

We may disclose your personal data to other organisations in connection with the above purposes, including:

- to third parties who we engage to provide services or benefits to us or to you, such as professional advisers, auditors, insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law, including the Department of Employment Affairs and Social Protection, Student Universal Support Ireland (SUSI) and the Irish Naturalisation and Immigration Service (INIS).

Requirement to Provide Data

You are not under a statutory or contractual duty to provide us with any personal data. However, there are some pieces of information that you must provide to us so that we can process your Traineeship Application. If you do not provide us with this information, we may not be able to process your Traineeship Application and you may not be able to attend the PPC I and PPC II or PPC Hybrid courses.

Retention

We will not hold your data for longer than is necessary. We may retain your personal data for the duration of your relationship with the Law Society and for such period of time thereafter as is necessary to comply with our legal and regulatory obligations.

Transfers Abroad

In connection with the above we might transfer your personal data outside the European Economic Area, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers. These may include entering into a contract governing the transfer that contains the 'standard contractual clauses' approved for this purpose by the European Commission. If you would like to receive further details of the measures that we have taken in this regard, please contact us at dataprivacy@lawsociety.ie

Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- *Right to access the data* – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- *Right to rectification* – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.

- *Right to erasure* – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- *Right to restriction of processing or to object to processing* – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- *Right to data portability* – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.
- *Right to withdraw your consent* – Where our processing of your personal data is based on you having provided your consent, you have the right to withdraw such consent.

If you wish to exercise any of the rights set out above, please contact us at dataprivacy@lawsociety.ie

Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can contact us at dataprivacy@lawsociety.ie

You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://www.dataprotection.ie/docs/Contact-us/11.htm>) or you can call the Data Protection Commission at 353 (0)761 104 800.