

PRIVACY NOTICE

UNIVERSITY LAW CLINICS

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. The most up to date version of this privacy notice is published on the University’s website.

What we collect

The personal data which the University processes may include the categories set out in the relevant part of this privacy notice. This may include information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Category” personal data under the DPA and the GDPR, where we need to process this information in order to provide you with our services.

Your rights

The DPA and the GDPR give you the right to know what information is processed about you and how it is processed. You also have the following rights (limited in certain circumstances):

- to access your personal information;
- to rectify inaccurate information;
- to restrict processing of your information; and
- to object to processing of your information.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Union for the purposes described above. The University will only transfer personal data outside the European Union where adequate safeguards are in place.

LAW CLINICS - CLIENTS

Registering you as a client of the University's Law Clinic

We will process your personal data in order to manage and support you with your matter and provide advice, as required. We may collect information about your health and disability status which is classed as "Special Category Data" under the GDPR to enable us to provide the appropriate services to you when attending the University's Law Clinic and provide legal advice as appropriate.

This processing is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)). We will process Special Category Data that we have become aware of as a result of you registering and we will only use it in the course of providing you with our services and your matter if required.

Third Parties

The University has engaged the Library of Birmingham to support and assist with arranging appointments between you and the University's Law Clinic. The Library of Birmingham will process your personal data when you register as a client of the University's Law Clinic. The third party may process Special Category Data in the event that this relates to your matter.

This processing is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

LAW CLINICS – VOLUNTEERS

Registering you as a pro bono volunteer

We will process your personal data in order to register you as a volunteer and enable you to assist with University pro bono programmes, such as by informing you about appointment dates and training sessions. This may include processing of Special Category Data, which includes details about your disability status, if this is necessary in order to make adjustments to assist you in participating.

This processing is necessary on the grounds of our legitimate interests (GDPR Article 6(1)(f)). This means that we are allowed to process your name and contact details in order to assist us in running pro bono programmes. We will only process any Special Category Data you have provided it to us in the process of registering or working as a volunteer and we will only use it to assist you in participating in pro bono programmes.

LAW CLINIC - CLIENTS AND VOLUNTEERS

Keeping you informed about our services

We would like to keep you informed about services that may be of interest to you, based on your past dealings with us. This may include communications sent by email or post.

We will process your personal data for this purpose on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to my personal data, including my personal email address, being processed for the purposes of receiving marketing communications by post and by email. I understand that I may opt out of receiving these communications at any time.

Yes/No

Security

Your safety and the security of your property is very important to the University. We will therefore process your personal information which includes the use of CCTV footage to ensure that the University's premises remains safe and secure.

This processing is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Emergencies

There may be circumstances where the University needs to contact an emergency contact that you have specified or the emergency services in events which include accidents, illnesses or concerns regarding your wellbeing.

We will process your personal data on the grounds of vital interests (GDPR Article 6(1)(d)). The processing of Special Category Data is necessary on the grounds of the University protecting your vital interests (GDPR Article 9(2)(c)).

Compliance with NHS Test and Trace

If you attend Aston's campus, we are required to process your personal data to comply with the requirements of NHS Test and Trace (or any superseding or replacing framework). Your data may be shared with Public Health England (or any successor body) and other public bodies in order to fulfil these obligations.

We will process your personal data for this purpose on the grounds of our legal obligation (GDPR Article 6(1)(c)). Special Category Data will be processed on the grounds of substantial public interest (GDPR Article 9(2)(g)).