

Legal Advice Clinic Privacy Notice

General Information

The Legal Advice Clinic is part of the University of Huddersfield and all our data processing is managed in accordance with the University [Privacy Policy](#), which sets out when and how we collect, use, manage and store data. It also contains details of the University's Data Protection Officer, how you can exercise your rights as a data subject and details of our retention schedule. We shall process your personal data in accordance with the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (GDPR).

This Notice is for the attention of clients or prospective clients of The University of Huddersfield's Legal Advice Clinic. This Notice explains how we will collect and use your personal data. The University of Huddersfield is the data controller for personal data that we process about you.

Updating our Privacy Notice

We keep this notice under regular review to ensure it is up to date and accurate. It was last updated in **June 2025**.

Our Website

When you visit the University's website, the University uses analytics and cookies to maintain and monitor the performance of our website. The legal basis for this is article 6(1)(f) of the UK General Data Protection Regulations (GDPR), which allows us to process data where necessary in our legitimate interests.

Our Site

The university operates a CCTV system for safety and security reasons and when you visit the campus you may be captured on CCTV. Our [CCTV policy](#) provides you with further information on our use of CCTV.

Legal Advice Clinic's Use of Data

Purpose and Legal Basis for Processing

The Legal bases we rely on for processing this data are:

- Article 6(1)(a) of the UK GDPR, which allows us to process personal data where you have given us your consent.
- Article 6(1)(b) of the UK GDPR, which allows us to process personal data as necessary for the performance of a contract that we have entered with you.
- Article 6(1)(c) of the UK GDPR where we need to comply with a legal obligation.
- Article 6(1)(f) of the UK GDPR, which allows us to process data where necessary in our legitimate interests, for example in managing our operations.

Conditions for processing sensitive personal data

Where we collect and process "special categories" of particularly sensitive personal information, these require higher levels of protection and we need to have further justification for processing this type of personal data. We may process special categories of personal data in limited circumstances with your explicit written consent under Article 9(2)(a).

The situations in which we might process your sensitive personal data are listed below:

- Processing to enable anonymised reporting, research or presentation of statistics through, for example, pseudonymisation.

- We will use the information you provide about your health to ensure your safety when engaging with the Legal Advice Clinic and where required to properly consider your case and provide appropriate advice.

What we need?

Categories of data collected	When/ how is this collected	Why is this collected
Name, Address, phone number,	When you complete an Appointment Request Form etc	To arrange appointment Review and providing legal advice
Email address	When you complete an Appointment Request Form etc When an email enquiry is sent to us	To arrange appointment Review and providing legal advice
Household income, total savings	When you complete an Appointment Request Form	To identify whether the client could pay for legal advice. The service is aimed at those who can not afford or can not access legal aid.
Name, Address of anyone else involved in the case	When you complete an Appointment Request Form	To ensure there's no conflict of interest. To help staff review the case and provide the best advice or referral.
Details of the problem, help needed, key dates/deadlines	When you complete an Appointment Request Form	To ensure there's no conflict of interest. To help staff review the case and provide the best advice or referral.
Age, Gender, Ethnicity, Health/ Disabilities, DoB	When you complete an Appointment Request Form or an EDI form (if booked direct to a drop in)	Reporting purposes etc. Identify new groups to promote the service to

Why we need it?

We collect and process personal data about you in order to carry out our services as the Legal Advice Clinic; to manage our operations effectively, and to meet certain legal requirements.

We may use the data for research purposes and to report anonymised statistics.

Who do we share your data with?

The Legal Advice Clinic protects the personal data that it holds about you and the standard response to enquiries about individuals is that information cannot be disclosed to third parties without your consent (unless we are required to do so by law or regulatory authority).

The data is anonymised to provide statistics to the University, Law Works and any other third party in accordance with the University's privacy policy. The Law Works charity connects volunteer lawyers with people who require legal advice. Law Works use this data to identify which groups or communities are using pro bono legal services across the country and which others may benefit in the future.

However, there are occasions when we may need to share your personal data with third parties. We may share some of your data with our partner law firms, where they may be assisting with your case. In such cases, the legal basis we rely on is Article 6(1)(a) of the UK GDPR, which allows us to process personal data where you have given us your consent. For further details about how the partner law firms process your personal data, please visit their privacy notices on their website.

How long we keep it?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you, for example to assist our students with their studies or for research purposes. We will keep records of your case while you remain a client and then for six years, after which your information will be securely destroyed.

For further information please see our [retention policy](#).

What are your rights?

For more information on your rights and how to exercise them, please see the University's Data Protection website; [Your Rights](#) page.

Additional notices and guidance/policies

The University has further information about how we process your personal data and data protection compliance more generally:

- The University's [Data Protection Policy](#)
- Our website – we use Cookies on our web pages to help better understand how visitors interact with our website – please refer to our [Cookie Policy](#)

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer (data.protection@hud.ac.uk)
Our general postal address is The University of Huddersfield, Queensgate, Huddersfield, HD1 3DH, UK.

Our telephone number is 01484 473000.

Our data controller registration number provided by the Information Commissioner's Office is Z6534300.