

PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES

CLIENTS OF THE EMPLOYMENT LAW CLINIC

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. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at www.aston.ac.uk/dataprotection.

Your personal data will be processed in accordance with the DPA and GDPR.

What we collect

The personal data which we process includes personal details about you such as your name, address, date of birth and contact information. We also collect payment information so that we can process your payments to us.

We may collect information about your health and disability status, which is classed as Special Category Personal Data under the GDPR and the DPA. This may be as a result of information you have given us during registration or induction, or we may become aware of it during the course of our dealings with you.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – To register 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 “Sensitive Personal Data” under the DPA and “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.

Legal basis for processing your information for Purpose 1

We will process your personal data for Purpose 1 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.

Purpose 2 – 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.

Legal basis for processing your information for Purpose 2

We will process your personal data for Purpose 2 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 3 – To keep 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.

Legal basis for processing your information for Purpose 3

We will process your personal data for Purpose 3 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