



Law Society of Ireland

Privacy Statement for Micro-credentials team

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 a micro-credential course at the Law Society and your interaction with our online learning management system (“**Diploma Hub**”) and the uses (including disclosures to third parties) we may make of such data.

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 application for a course in the Law Society and your interaction with Hub. This personal data may include:

- your name and contact details, including your address, phone number, email address and post code;
- gender;
- nationality and country of residence;
- date of birth;
- your credit/debit card or bank account details;
- where necessary, evidence and details of any disability you may have;
- where relevant, your educational background and academic qualifications, including copies of academic transcripts including your final degree results and your degree certificate;
- where relevant, your CV with written references;
- any information you provide during an interview for a Law Society Diploma;
- your username and password to access the Diploma Hub;
- any information you provide in your interactions on the Diploma Hub discussion forums;
- your CCTV data;
- any other personal data which you provide to us directly.

Purposes of Processing and Legal Basis

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

- processing your application for a Law Society micro-credential;
- providing educational facilities, including lectures, classes and other teaching. Successful completion of specific courses may involve participation in certain group activities to include but not limited to; workshop assignments; group presentations and forum discussions. Your name and contact details may be passed to the facilitators of such activities or any students who are involved in the activity in order to communicate effectively and complete the relevant coursework;

- providing you with access to Diploma Hub; administering exams, marking your exam scripts, providing you with your results and administering any appeal;
- where necessary, providing adapted arrangements for students with a disability;
- to comply with our legal and regulatory obligations;
- engaging with you for the purposes of obtaining your feedback on ongoing educational research to inform and improve our pedagogic approach (where possible, personal data will be anonymised before being used for this purpose);
- the CCTV monitoring of Law Society premises at Blackhall Place to minimise security and safety risks and to assist in the investigation of security and safety incidents; and
- generating and analysing statistics and evidence in relation to the demographic who attend courses in the Law Society Diploma Centre (where possible, personal data will be anonymised before being used for this purpose).

The legal basis 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
- our legitimate interest under Article (6) (1) (f) of the GDPR.

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

- that you have given your explicit consent to such processing.

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, examiners, tutors and lecturers; insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law.

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 application for a Law Society micro-credential.

If you do not provide us with this information, you may not be able to participate in a Law Society micro-credential or access the online learning platform.

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/en>) or you can call the Data Protection Commission at 353 (0) 761 104 800