

PRIVACY NOTICE FOR CLIENTS OF THE LEGAL ADVICE CENTRE OF THE UNIVERSITY OF GREENWICH

The Legal Advice Centre is part of the University of Greenwich.

We process the following personal data about you:

- Your name, age and contact information;
- Information you provide us about your case, which may include special category information such as your gender, race, religion, sexual orientation, and marriage, pregnancy and/or maternity status;
- Your feedback on your experience of the Legal Advice Centre.

We obtain data from you directly, when you initially approach our service, by phone, email or other written correspondence. If we accept your case, we obtain further data from you at the appointment between you and the Legal Advice Centre team, including the volunteer lawyer or caseworker, and the student adviser.

We hold the information about you securely on our systems, using password protection and encryption, and any other appropriate practical and technical measures in accordance with our data protection policy: <https://docs.gre.ac.uk/rep/vco/data-protection-policy>.

We keep your data while we are working on your case, and archive it for six years afterwards.

We process personal data about you for the following reasons:

- To respond to your initial enquiry and tell you whether we can help you;
- To provide our services to you, including providing free legal advice.

We are required to identify our legal basis for processing your personal data, as follows:

- Contract with the individual;
- Legitimate interests; and
- In relation to special category data, your express consent.

You can find out more about this by looking at our [Data Processing Activities Register](#).

You have rights as a Data Subject. You can see more information about those rights [on our website](#).

To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: compliance@gre.ac.uk

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