

## **LEGAL AID**

### **PRIVACY POLICY**

The Law Society of Jersey administers the Legal Aid Scheme on behalf of members of the Law Society who are obliged to provide legal aid services to those who fulfil the eligibility criteria.

The Law Society of Jersey ("**We**", "**Us**", "**Our**") are committed to protecting and respecting your privacy and aims to be transparent about what information We hold about you, whichever way you are connected with us. This Privacy Policy ("**Policy**") sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us.

We use your information strictly in accordance with all applicable laws concerning the protection of personal information and you can be assured that any information provided will only be used in accordance with this privacy policy. In it We explain:

- Who We are;
- What information We may collect about you and when;
- How We might use your information;
- How We protect your information; and
- Your choices regarding the information you provide.

#### **1. CONTACT**

For the purpose of the Data Protection (Jersey) Law 2018 (the "**Law**"), the Data Controller is The Law Society of Jersey, PO Box 493, St Helier, Jersey JE4 5SZ.

All questions, comments and requests regarding this Policy, insofar as they relate to the Legal Aid Scheme, should be addressed to the Legal Aid Administration Manager, Legal Aid Jersey, 5 Britannia Place, Bath Street, St Helier, Jersey JE2 4SU.

#### **2. WHO ARE WE?**

We are The Law Society of Jersey.

We are also registered with the Office of the Information Commissioner as a Data Controller under the Law and further details may be found on the Commissioner's [website](#).

#### **3. WHAT INFORMATION DO WE COLLECT AND WHY?**

The purpose of the Law Society of Jersey collecting and processing the personal data which you have provided is to facilitate the provision of legal aid.

Specifically, we will use this personal data in the following ways:

- In processing your application for Legal Aid, deciding whether you are eligible for legal aid and whether you are required to make a contribution towards the costs of your legal representation or other legal services.
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions and to fulfil any reporting obligations (statutory or otherwise) arising from the administration of the Legal Aid Scheme.

Were the Law Society of Jersey unable to collect this personal information, we would not be able to conduct the above activities, which would prevent us from being able to facilitate the provision of legal aid.

Personal data is any information about You. It can be your name, address or telephone number. It can also include the information such as that relating to your financial situation and information relating to any current or previous legal proceedings which you are involved in.

The accuracy of your personal information is important to us and you can help keep our records up to date by telling us when your contact details and other personal information changes. If you would like to update the details We hold or change your contact us by writing to Us at Legal Aid Jersey, 5 Britannia Place, Bath Street, St Helier, Jersey JE2 4SU or by sending a request by email to [email@legalaid.je](mailto:email@legalaid.je).

#### **4. WHO DO WE GIVE YOUR INFORMATION TO?**

We will keep all personal information which is not publicly available confidential unless:

- You have authorised the disclosure of that information, including in relation to complaints where the identity of the complainant and details of the complaint may be disclosed to the person complained about;
- We are required to disclose it for the purposes of any legal or regulatory requirement binding on Us (including fraud prevention); and/or
- We consider that such disclosure is necessary in order to defend against any claim threatened or brought against Us by any person.

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information with include:

- Public authorities such as the Magistrate's Court Greffe or the Judicial Greffe, the Youth Court, Magistrate's Court or Royal Court of Jersey, Jersey Customs & Immigration Service, and the Probation & Aftercare Service.

We may also share your information with our trusted service providers (i.e. our IT supplier) who are authorised to act on our behalf but We will only do so when it is necessary to allow us to provide our services to you.

#### **5. HOW DO WE PROTECT YOUR INFORMATION?**

We take appropriate measures to ensure that any personal data are kept secure and are kept for the duration of your use of our service. Unfortunately, the transmission of information via the internet is not completely secure. Although We will do our best to protect your personal data, We cannot guarantee the security of your data when transmitted to our site; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

To safeguard against unauthorised access to personal information, all electronic personal information held by Us is maintained on systems protected by secure network architectures that contain firewalls and intrusion-detection devices. The servers holding personal information are "backed-up" on a regular basis in an effort to avoid any inadvertent erasure or destruction of such personal information and are stored in facilities with appropriate security and fire-detection and response systems.

Your information is only accessible by those who need access to it and they are required to keep the information secure and confidential.

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. Where your information is no longer required, We will ensure it is disposed of, deleted (insofar as is possible to do so) or cached in a secure manner.

## **6. YOUR RIGHTS**

You have the right to access information held about you and you have the right to get any inaccurate information We hold about you corrected. You may also ask for Us to erase your information in certain circumstances.

You can exercise these rights at any time by contacting Us using Our contact details set out below.

If you wish to exercise any of those rights, please contact:

Legal Aid Administration Manager  
Legal Aid Jersey  
5 Britannia Place  
Bath Street  
St Helier  
Jersey  
JE2 4SU

Telephone: 0845 800 1066

Email: [email@legalaid.je](mailto:email@legalaid.je)

## **7. CHANGES TO OUR PRIVACY POLICY**

We reserve the right to modify this Privacy Policy at any time. Any changes We may make to our Policy in the future will be notified and made available to you using the Website, or by contacting you directly. By continuing to use Our Website and services you will be deemed to have accepted any changes.

## 9. COMPLAINTS

If you have any complaints regarding the manner in which We deal with your personal data you may also contact Jersey's Information Commissioner:

Information Commissioner  
Office of the Information Commissioner  
Brunel House  
Old Street  
St Helier  
Jersey  
JE2 3RG  
T: +44 (1534) 716530  
E: [Enquiries@oicjersey.org](mailto:Enquiries@oicjersey.org)  
W: [www.oicjersey.org](http://www.oicjersey.org)