

## Privacy Notice for Applicants to the Diploma in Professional Legal Practice (DPLP)

---

### Your Personal Data

The DPLP Provider(s) to which you apply, together with your LLB Provider, will each be known as the “Data Controller” of your personal data processed in relation to your application to the DPLP.

The Law Society of Scotland (LSS) may also be known as the “Data Controller” of your personal data in relation to your application to the DPLP.

List of Data Controllers for the purposes of DPLP applications:

- The University of Aberdeen\*
- Abertay University
- The University of Dundee\*
- The University of Edinburgh\*
- The University of Glasgow\*
- Glasgow Caledonian University
- Edinburgh Napier University
- Robert Gordon University\*
- University of Stirling
- The University of Strathclyde\*
- Law Society of Scotland

*\*DPLP Provider*

This privacy notice will explain how the individual Data Controllers will process your personal data.

### Why we need it

DPLP Providers to which you apply will:

1. collect your basic personal data such as name, date of birth, email address/contact details, academic or LSS qualifications, name of your LLB Provider, any special circumstances and whether or not you have a traineeship, in order to determine whether you are eligible to be offered a place on the DPLP;
2. contact your LLB Provider to request your LLB academic record, including the courses you have completed which map to the foundation outcomes of the LSS; and
3. share data with each other, to monitor acceptance numbers and ensure compliance with the application process.

Data Controllers will only collect data needed in order to provide and oversee this service to you.

### Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is contract, as you are taking steps to enter into a contract with DPLP Providers. If you do not provide the information requested on the application form, DPLP Providers will be unable to contact your LLB Provider to determine whether you are eligible to be offered a place on the DPLP.

## **What we do with it and who we share it with**

All the personal data you submit is processed by the Data Controllers listed above under “Your Personal Data”, in the United Kingdom. The following steps show how your personal data will be processed.

- The DPLP Providers to which you applied will provide your name and date of birth to your LLB Provider.
- Your LLB Provider will provide information on your academic record, including the courses you have completed which map to the foundation outcomes of the LSS, to the DPLP Providers to which you applied, in order to determine whether you are eligible to be offered a place on the DPLP.
- DPLP Providers to which you applied will share the offer / acceptance status of your DPLP application with each other.
- All the personal data you submit may be shared with the LSS, if relevant.

Your data will be shared securely by the Data Controllers.

## **How long do we keep it for?**

### **Robert Gordon University**

1. If you accept an offer of a place on the DPLP at Robert Gordon University , your data will be retained by the University for two years after completion of the DPLP.
2. If you are neither offered nor accept an offer of a place on the DPLP at Robert Gordon University, your data will be retained by Robert Gordon University for six months after the end of the admissions process, then deleted or disposed of securely.

## **What are your rights?\***

### **Robert Gordon University**

#### **What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.

If you wish to exercise any of these rights, please contact [dp@rgu.ac.uk](mailto:dp@rgu.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

## Complaints

### **Robert Gordon University**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dp@rgu.ac.uk](mailto:dp@rgu.ac.uk)

Information about how Robert Gordon University processes your information can be found here <https://www.rgu.ac.uk/about/governance/information-governance/data-protection>

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

---