

Please see our [Enquirers and Applicants privacy notice](#) for information about how your data is handled when enquiring or applying to the University. The below privacy notice is specific to the additional processing of your data that occurs when applying to the Professional Legal practice (DPLP).

### **Information that we collect and use about you**

The University of Aberdeen acts as a Data Controller and will determine the means and purposes of processing your personal data, along with your LLB Provider in regard 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.

The University collects and uses the following personal information about people who enquire about studying the DPLP at the University, or who apply to study with us.

- 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.

### **We collect this information during your application to study the DPLP from the following sources.**

- The DPLP Application form.
- The University of Aberdeen online application.
- 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.
- All the personal data you submit may be shared with the LSS, if relevant.

Your data will be shared securely by the Data Controllers.

### **Why we process this information, and our lawful basis**

We collect and use your personal information for the purpose of student recruitment and to administer the University.

There are several lawful bases on which the University routinely processes your personal information. These are:

- to fulfil the University's contractual relationship with you. 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.
- to comply with our legal obligations under equalities, health and safety, immigration, safeguarding and higher education governance legislation
- to enable the University to deliver its public tasks to provide teaching, promote research and administer the University
- we may also contact you with information about the University and the activities and opportunities it provides where relevant to your application or enquiry.

### **Disclosing your information**

The University may have occasion to share your information relating to your application to study the **DPLP** in the following ways:

- 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.
- DPLP Providers to which you applied will share the offer / acceptance status of your DPLP application with each other.

Your data will be shared securely by the Data Controllers.

### **How long your information is kept**

The University retains the personal information you provide as part of your application for **DPLP Professional Legal practice** for the duration of your studies plus 3 years. In cases of applicants who have declined all offers, withdrawn, rejected, had conditional offer then

rejected, their record needs to be kept until the date the applicant wanted to start plus 24 months before being deleted.

Information about the way we handle your personal information if you accept a place to study and register with us as a student is described in our [Current Students privacy notice](#).

Queries about how your data is processed can be addressed to the Information Governance Team at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk) and you can also [contact the Information Commission \(ICO\)](#) for guidance or to raise concerns.