

Data Controller: Chief Executive
Legal Services Agency Northern Ireland
2nd Floor, Waterfront Plaza
Belfast
BT1 3BN
enquiries@lsani.gov.uk
Tel: 028 9040 8888

Data Protection Officer: DoJ Data Protection Officer
dataprotectionofficer@justice-ni.x.gsi.gov.uk
Tel: 028 9037 8617

Why are you processing my personal information?

The Legal Services Agency Northern Ireland (LSANI) is an executive agency within the Department of Justice (DoJ). We assess applications for civil legal services and make payments to the legal profession for services provided to clients under both criminal & civil legal aid schemes in Northern Ireland. In addition we receive information to enable us to consider applications for expert witnesses. We process information in both electronic and paper formats for the purposes of our work in administering those legal aid schemes. Article 6(1)(e) of the '*General Data Protection Regulations*' (GDPR) gives LSANI a lawful basis for processing your personal information, where a task is being performed in the public interest or the exercise of official authority laid down by law which would include the recovery of overpayments and debt and fraud prevention. The legislation which provides the statutory basis for our work and our requirement to process personal information is the '*Legal Aid and Coroners' Courts Act (Northern Ireland) 2014*' and '*The Civil Legal Services (Disclosure of Information) Regulations (Northern Ireland) 2015*'.

Most of the information we process is about:

- Individual people and their applications for legal aid
- Information about solicitors and barristers who carry out legal aid work
- Information about experts who provide reports on legal aid cases
- The fees claimed and paid to solicitors and barristers who carry out legal aid work
- How the legal aid system is working, what types of help people are receiving and how much that help costs
- How we run the legal aid system and how we and the DoJ are working to improve the service provided.

We may not be able to deliver the services requested unless we have enough information to process that request.

What categories of personal data are you processing?

Examples of personal data we use in our work may include: a person's name, address, phone number, email address, financial details, welfare benefit details, a photograph of a person, a video, CCTV or voice recording of a person.

Do you share my personal data with anyone else?

In order for LSANI to carry out its duties and responsibilities, we may have to share some of your personal information with other organisations, for example with the Courts, the Legal Aid Assessment Office, the Department for Communities and other Government Departments or Agencies where necessary. Your personal information may also be shared with relevant enforcement agencies for the prevention or detection of crime.

Do you transfer my personal data to other countries?

All the personal data we use is processed in the United Kingdom and the Republic of Ireland.

How long do you keep my personal data?

We will only retain your data for as long as is necessary to carry out our work and in line with the Department of Justice's Retention and Disposal Schedule.

What rights do I have?

- You have the right to obtain confirmation that your data is being [processed, and access to your personal data](#)
- You are entitled to have personal data [rectified if it is inaccurate or incomplete](#)
- You have a right to have personal data erased and to prevent processing, [in specific circumstances](#)
- You have the right to 'block' or suppress processing of personal data, [in specific circumstances](#)
- You have the right to data portability, [in specific circumstances](#)
- You have the right to object to the processing, [in specific circumstances](#)
- You have rights in relation to [automated decision making and profiling](#).

How do I complain if I am not happy?

If you are unhappy with how any aspect of this privacy notice, or how your personal information is being processed, please contact the Department's Data Protection Officer (see contact details above).

If, after you have contacted the Department, you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk