

Public Law Wales Privacy Policy for the purposes of the Mentoring Scheme ¹

Our contact details

Name: Public Law Wales

E-mail: mentor@public-law.wales.

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details); and
- Employer information and job title

as set out in the Public Law Wales Mentoring Scheme Mentee Form and Public Law Wales Mentoring Scheme Mentor Form.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for the following reasons:

- For and in connection with the Public Law Wales Mentoring Scheme

We use the information that you have given us in order to administer the Public Law Wales Mentoring Scheme, including for the purpose of matching mentors and mentees.

We may share this information with individuals with whom you are matched with, either as a mentor or mentee (as appropriate), and with members of the Public Law Wales Mentoring Committee and other members of the Public Law Wales Committee, for the purposes of administering the Public Law Wales Mentoring Scheme. Subject to the professional reporting obligations of the Mentoring Committee, this information may also be shared with the Solicitors Regulation Authority or the Bar Standards Board.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

¹ The Mentoring Scheme is a scheme administered by Public Law Wales in accordance with the Public Law Wales Mentoring Guide dated July 2024

That processing is necessary for the purposes of our and your legitimate interests in facilitating your participation in, and the administration of the scheme.

If you provide us with any special category data (e.g. data concerning health) we will process that personal data only with your explicit consent.

How we store your personal information

Your information is securely stored.

We keep personal information (as set out above) for seven years from the end of the Initial Term ², unless you request otherwise or alternative arrangements are made in specific cases such as where it has not been possible to allocate a mentor to a mentee. We will then dispose your information by deleting the Public Law Wales Mentoring Scheme Mentor Form or Public Law Wales Mentee Form (as appropriate) from the email service where it was originally sent to.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

² The Initial Term is a period of 12 months from the date that the mentor is paired with the mentee, representing the length of time Public Law Wales assume that the mentoring relationship will endure unless the mentor or mentee inform Public Law Wales otherwise

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at mentor@public-law.wales if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at mentor@public-law.wales.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>