



Law Society of Ireland

The Law Society of Ireland (the “**Society**”) processes personal data in relation to you for the purpose of administering its relationship with you; the courses, exams, traineeships and qualifications you undertake, and for the purpose of the internal administration of the Society.

This data includes information which you supply to us and also records of your attendance and participation in courses run by the Society, examinations taken (including any adapted arrangements) and results, and details of your professional training, which may include information provided to us by your training solicitor and by third parties. In addition, we keep records of any issues, which are brought to our attention in connection with your training. This includes, where relevant, any sensitive personal data (such as health records or information relating to the commission or alleged commission of a criminal offence) being processed for the purposes of carrying out these functions. Where a student has applied for a bursary from the Society, information relating to the student’s financial circumstances is processed solely for the purpose of considering such applications, and is deleted immediately after a decision on the application is made.

We use this information for administrative purposes, including tracking your training and qualification process, and also, both during and after your training period, for the purpose of providing academic transcripts and references, which you may request us to provide.

You have the right to request in writing a copy of any personal data about yourself that is held by the Society and have amended any personal data that is incorrect, incomplete or misleading.