

**EMPLOYMENT LAWYERS ASSOCIATION (ELA)  
EMPLOYMENT TRIBUNALS LITIGANT IN PERSON SUPPORT SERVICE (ELIPS)**

**Privacy notice for Employment Tribunal litigants in person (LIPs)**

**Introduction**

Your privacy is important to us. This Privacy Notice sets out what information ELA (referred to here as **ELA, we, us or our**) will collect from you, how we will use it, the legal basis we have for processing it, how we will process it, and your rights in relation to it. ELA is a data controller for these purposes which means we are responsible for deciding how we hold and use and otherwise process personal data about you in connection with ELIPS. By **personal data** we mean any information relating to you such as your name or contact details. Personal data does not include data which has been anonymised, such as data from equal opportunities monitoring carried out on an anonymised basis.

We keep this privacy notice up to date, so if there are any changes in the way in which your personal data is used, this privacy notice will be updated.

**What is ELIPS?**

**ELIPS** is a pro bono (voluntary) advice clinic which enables volunteer Employment lawyers from ELA's membership to provide free legal advice to LIPs. ELA provides financial backing and administrative support to ELIPS. ELA is an organisation providing training and other facilities to Employment lawyers in the United Kingdom.

**How do we collect personal data?**

We collect personal data about you in the following ways:

- the ELIPS administration team will ask you for certain information when booking an appointment;
- in advance of the appointment, the ELIPS administration team will ask you to send certain documents relevant to your claim; and
- during the clinic appointment, the volunteer Employment lawyer (**Volunteer**) advising you will collect personal data relating to your claim that will be recorded in any notes that s/he or the volunteer student takes and in the email of advice sent to you at the end of the appointment.

**What personal data do we collect?**

We collect the personal information provided by you to the Employment Tribunal service for the purpose of listing your claim and for the purpose of scheduling your clinic appointment, namely, your full name, the names of all parties to the litigation and the date of your hearing or case management order.

We also collect information provided by you to the Volunteer for the purpose of giving legal advice to you, namely, the facts giving rise to your claim contained in the documents which you send to ELIPS ahead of your appointment (which are anticipated to be the ET1, ET3 (together with any documents attached to those forms), any relevant hearing notice or case management order (the **Relevant Documents**) and any personal data that is recorded in

any notes taken by the Volunteer or the volunteer student and the email of advice sent to you at the end of your appointment.

We will also, as part of the processes outlined above, collect your special category data. This is personal data which reveals or contains:

- racial or ethnic origin
- political opinions
- religious and philosophical beliefs
- trade union membership
- health data
- sex life or sexual orientation

### **What if you do not provide the personal data we request?**

If you do not provide us with certain information when requested, we will not be able to offer you an appointment for ELIPS or the Volunteer may not be able to advise you.

### **How do we use personal data?**

We will process this data for the following purposes:

- providing legal advice to you;
- for the purpose of monitoring the advice that is given by the Volunteers for regulatory reasons;
- for retaining records in the event of any complaint or claim in relation to the advice that you have received; and
- for the purpose of monitoring how ELIPS is used.

### **What legal basis do we have for processing your personal data?**

The legal basis we have for processing your personal data is the legitimate interest in providing pro bono legal advice to you as a LIP. In relation to the special category data that is being processed, we rely on your express consent (which must be provided in advance of the ELIPS appointment) in order to process this personal data. You have the right to withdraw your consent to that processing at any time although it will not affect the lawfulness of the processing of your personal based on consent before its withdrawal.

### **When do we share personal data?**

We will treat your personal data confidentially, meaning that it will remain confidential to the Volunteer advising you about your case and the student volunteer assisting. Following your discussion with the Volunteer, an email summarising the advice will be provided to you. That email, together with any documents provided to the Volunteer, will be stored confidentially on Intralinks VIA (**Intralinks**) in the event that that advice is subsequently monitored or in the event of a complaint or a claim by you. The only individuals who will have access to that personal data will be the ELIPS administration team, limited members of ELA's administrative personnel, ELA's General Counsel, the Chair of ELA's Pro Bono Committee and the Co-ordinators for each of the regions in which ELIPS currently operates.

In addition, we also use third party suppliers to provide services to us, such as IT, email and website systems providers. Where we share your personal data with third parties we ensure that we have appropriate measures in place to safeguard it and to ensure that it is solely used for legitimate purposes in line with this privacy notice.

## **Where do we store and process personal data?**

Your data will be stored in Outlook and on Intralinks. Please see here <https://www.intralinks.com/products/platform/security-governance/data-sovereignty/gdpr> for further information.

## **How do we secure personal data?**

As set out above, your personal data will remain confidential to the Volunteer advising you about your case together with the people listed above (under “**When do we share personal data**”) and after your appointment will be stored securely on Intralinks. The Volunteers are all barristers or solicitors, meaning that they are regulated by their professional governing bodies, the Bar Standards Board and the Solicitors Regulation Authority respectively.

## **How long do we keep your personal data for?**

We will only retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory, accounting or reporting requirements.

We will retain the majority of the categories of personal data set out above for a reasonable period of time (generally six years) after the date on which advice was given to you, to the extent necessary, unless we are required to keep any information for a longer period for legal or regulatory reasons.

More detailed information is set out in our Records Retention Policy, a copy of which can be provided on request.

Once we no longer require your personal data for the purposes for which it was collected, we will securely destroy your personal data in accordance with applicable laws and regulations and in accordance with our data destruction procedures.

## **Your rights in relation to personal data**

You have the right to the following in respect of any personal data held by us, although in certain circumstances your rights may be qualified:

- access to personal information
- correction and deletion
- withdrawal of consent (if processing data on condition of consent)
- restriction of processing and objection
- lodging a complaint with the Information Commissioner’s Office

The right to deletion may be limited in respect of the deletion of personal data which we are required to keep to fulfil our professional obligations pursuant to our relevant Codes of Conduct and in respect of which we are regulated by the Bar Standards Board and Solicitors Regulation Authority, or where ELIPS needs to retain the relevant data in order to defend a claim relating to the advice given.

You can exercise these rights by contacting ELA at [privacy@elaweb.org.uk](mailto:privacy@elaweb.org.uk).

## **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will make an updated copy of such privacy notice available on our Intranet.

## **How to contact us?**

Our contact details are:

Employment Lawyers Association  
PO Box 1609, High Wycombe, HP11 9NG  
T 01895 256972 E [ela@elaweb.org.uk](mailto:ela@elaweb.org.uk)

Queries in relation to data protection matters should be directed to ELA at [privacy@elaweb.org.uk](mailto:privacy@elaweb.org.uk)