



THE SCOTTISH LEGAL AID BOARD
Children's Legal Assistance Register

Application by firm of solicitors for
registration

FIRM
*This form is for use by
a firm of solicitors*

Name of firm:	Firm legal aid code:
Principal business address	
Name of Compliance Manager: (see code of Practice, paragraph 2.3.3.)	

DECLARATION

- As Compliance Manager in the above firm, I apply for the name of the firm to be entered in the Children's Legal Assistance Register.
- I confirm that all the details contained in this application are correct.
- I confirm that the above firm complies with and will continue to comply with the Code of Practice in relation to Children's Legal Assistance.
- I confirm I will undertake the responsibilities of Compliance Manager as described in paragraph 2.3.3.3 of the above Code.

Important information about your personal data

The Scottish Legal Aid Board (SLAB) is a data controller. The information you provide in this form will be used to process your application to be registered to provide children's legal assistance in accordance with the Legal Aid (Scotland) Act 1986 and any regulations made there under. Your personal data will be processed in accordance with the principals of the General Data Protection Regulation 2016.

In the process of dealing with your application, we may share your data with third parties, such as SCRA, court services, members of the public and the Law Society of Scotland. However we will not pass on information about you unless the law allows us to do so. We will retain the personal information provided in accordance with the requirements of our retention schedule then destroy or delete it in a secure manner.

Under the General Data Protection Regulation 2016, you have the right (subject to certain exemptions) to request access to the personal data we hold about you, to inspect it and to have it corrected if it is wrong. In addition you may also have rights to have your data erased or have your data moved and you will be able to object to processing if you believe it may be unlawful. Where the Scottish Legal Aid Board is responsible for unlawfully processing or disclosing your personal data and it is likely to cause a high risk to your rights and freedoms we will make you aware of this. To request your personal data you should write to SLAB's Data Protection Officer. If you are unhappy with the response you get from the Data Protection Officer and wish to complain you should write to the Director of Corporate Services and Accounts.

Signature..... Date.....

Compliance Manager

If you have used your Law Society Smartcard to sign this document you can email it to Childrensregister@slab.org.uk. If you have not you can print it off and complete it manually. You should then post it Registration Unit, Scottish Legal Aid Board, Thistle House, 91 Haymarket EH12 5HE (DX 555250 Edinburgh 30) (LP2 Edinburgh 7).