



THE SCOTTISH LEGAL AID BOARD
Criminal Legal Assistance Register

**Change Of
Compliance
Manager**

Name of firm	Firm code no.
Principal business address	
Name of new Compliance Manager (see code of Practice, paragraph 2.5)	

Email address

COMPLIANCE MANAGER DECLARATION

- **With effect from the date below I have assumed the role of Compliance Manager for the above firm.**
- **I confirm that I DO /DO NOT * set targets for staff in the firm with which I am connected.** I attach a copy of the written instructions to staff relating to targets. (**please tick appropriate*)
- **I confirm that the firm complies with and will continue to comply with the Code of Practice in relation to Criminal Legal Assistance.**
- **I confirm that, with effect from the date below, I agree to undertake the responsibilities of Compliance Manager as described in paragraph 2.6 of the Code.**

Effective date		Signature	
		Date	

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

Important information about your personal data

The Scottish Legal Aid Board is a data controller. The information you provide in this form will be used to process your application 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 police authorities, 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 SLAB 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 our 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.

For office use only:

Register up-dated	(In/ls)	(Date)	Confirmed	(In/ls)	(Date)
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