

ClearQWE Privacy Policy

1. Who We Are

ClearQWE is an online platform designed to support individuals seeking qualification as a solicitor in England and Wales by helping them record, manage, evidence, and obtain confirmation of their Qualifying Work Experience (QWE) in line with Solicitors Regulation Authority (SRA) requirements.

Data Controller

ClearQWE is operated by **Abigail Pluskota**, a sole trader trading as **ClearQWE**.

Address: Hilltop, Jewitt Lane, Collingham, LS22 5BB

Email: info@clearqwe.co.uk

As the data controller, we are responsible for deciding how and why your personal data is processed.

2. Personal Data We Collect

We collect and process personal data relating to:

- **Aspiring Solicitors** (users recording QWE); and
- **Confirming Individuals** (those confirming QWE, such as supervisors or employers).

a. Data Relating to Aspiring Solicitors

- Full name and contact details
- Email address
- SRA number (where applicable)
- Identity verification information (e.g. passport or driving licence details)
- QWE placement details, including employer or organisation name
- Job titles, work descriptions, and dates of experience
- Competency evidence aligned with SRA requirements
- Records and confirmations relating to QWE

b. Data Relating to Confirming Individuals

- Full name

- Professional title and role
- Employer or organisation name
- Professional email address
- Confirmation statements relating to QWE
- Dates and scope of supervision or knowledge of the Aspiring Solicitor's work

c. Communications and Technical Data

- Messages and correspondence sent via the Platform
 - Support requests
 - Technical data such as IP address, browser type, and usage data (where applicable)
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3. How We Use Personal Data

We use personal data for the following purposes:

a. Aspiring Solicitors

- To provide access to the Platform and QWE management services
- To review, record, and facilitate confirmation of QWE
- To verify identity where necessary for integrity and fraud prevention
- To communicate about QWE records, confirmations, and support enquiries
- To comply with SRA and other regulatory requirements

b. Confirming Individuals

- To invite individuals to confirm QWE
- To record confirmations, declarations, and audit trails
- To verify professional status where appropriate
- To maintain accurate and reliable QWE records

c. General Purposes

- To operate, maintain, and improve the Platform
 - To protect the security and integrity of the Platform
 - To comply with legal, regulatory, and professional obligations
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4. Lawful Basis for Processing



We process personal data under the following lawful bases in accordance with UK GDPR:

a. Aspiring Solicitors

- **Performance of a contract** – to provide the Platform and QWE services
- **Legal obligation** – to meet regulatory or legal requirements
- **Legitimate interests** – to operate, secure, and improve the Platform
- **Consent** – where optional processing is offered and explicitly agreed

b. Confirming Individuals

- **Legitimate interests** – to enable QWE confirmation and maintain reliable records in line with SRA guidance
 - **Legal obligation** – where processing relates to regulatory requirements
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5. Identity Verification

Where identity verification is required:

- We collect only the minimum information necessary
 - Copies of identity documents are not retained longer than necessary
 - Identity data is securely stored and access is restricted
 - Verification data is used solely for identity and fraud-prevention purposes
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6. Sharing Personal Data

We may share personal data with:

- Confirming Individuals or authorised persons for QWE confirmation
- The Solicitors Regulation Authority (SRA), where requested for regulatory purposes
- Trusted third-party service providers acting as **data processors** (e.g. hosting, security, IT services), under appropriate data processing agreements
- Regulatory, legal, or law enforcement authorities where legally required

We do **not** sell personal data to third parties.

7. International Data Transfers

Personal data is primarily stored and processed in the United Kingdom.

8. Data Retention

We retain personal data only for as long as necessary for the purposes for which it was collected, including:

- QWE records and confirmations may be retained for several years after qualification to evidence compliance with SRA requirements
- Confirming Individual data may be retained as part of an audit trail
- Identity verification data is retained only for as long as necessary for verification purposes

You may request deletion of personal data, subject to legal, regulatory, and professional obligations.

9. Data Security

We implement appropriate technical and organisational measures to protect personal data against unauthorised access, loss, misuse, or alteration. Access is restricted to authorised individuals only.

10. Your Rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate or incomplete data
- Request erasure of your data (subject to legal limitations)
- Restrict or object to processing
- Request data portability
- Withdraw consent where consent is relied upon
- Lodge a complaint with the Information Commissioner's Office (ICO)

To exercise your rights, please contact us using the details below.



11. Cookies

Our website uses cookies and similar technologies to ensure functionality and improve user experience. Where required, consent is obtained for non-essential cookies. Further details are available in our Cookie Policy.

12. Third-Party Links

The Platform may contain links to third-party websites. We are not responsible for their privacy practices or content.

13. Changes to This Policy

We may update this Privacy Policy from time to time. Updates will be posted on this page and, where appropriate, notified to users.

14. Contact Us

If you have any questions about this Privacy Policy or how we handle personal data, please contact:

 info@clearqwe.co.uk

You may also contact the Information Commissioner's Office at www.ico.org.uk.