

# Application for legal aid in criminal proceedings

Form  
**CRM14**



## ⓘ Please use the Guidance

If you do not complete the form correctly, we will return it. You will find Guidance to help you fill in the form correctly, at: [www.gov.uk/government/publications/criminal-legal-aid-application-forms](http://www.gov.uk/government/publications/criminal-legal-aid-application-forms)  
If you need more help or advice, please contact a solicitor.

**OFFICIAL**  
(see question 32)

MAAT Reference  
(for official use)

### For the Legal Representative's use

### The court hearing the case

If the case is an **Appeal to the Crown Court** and there is no change in circumstances, answer **1** and then go to question **23**.

#### Case type

- |                                                               |                                                   |
|---------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Summary                              | <input type="checkbox"/> Committal for sentence   |
| <input type="checkbox"/> Either way                           | <input type="checkbox"/> Appeal to Crown Court    |
| <input type="checkbox"/> Indictable                           | <input type="checkbox"/> Trial now in Crown Court |
| <input type="checkbox"/> Appeal to Crown Court and no changes |                                                   |

### About you: 1

**1**

ⓘ **GUIDANCE**

Mr Mrs Miss Ms Other title Your forenames or other names (in BLOCK LETTERS)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
--------------------------	--------------------------	--------------------------	--------------------------	----------------------	----------------------	----------------------

Your surname or family name (in BLOCK LETTERS)

Your date of birth

<input type="text"/>	<input type="text"/>
----------------------	----------------------

National Insurance Number and ARC Number: give one of these only.

National Insurance Number

Application Registration Card (ARC) Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

- This is a new application.  This application relates to a change of financial circumstances.

### Contacting you

**2**

Do you have a usual home address?

- No  Yes → Your usual home address

<input type="text"/>	Postcode
----------------------	----------

**3**

✓ 'Your solicitor's address only, if you are of 'No Fixed Abode', or not at your usual address because you are on bail or remand.

To what address should we write to you?

- Your usual home address (the address in 2)  
 Your solicitor's address (see the side note)  
 This address

<input type="text"/>	Postcode
----------------------	----------

**4**

Your email address

**5** Your telephone number (landline)  Mobile phone number   
 Work phone number

**About you: 2**

**6** Your usual home address is:  
 a Tenancy (rented)  Temporary  Your parent's home (you live with them)  
 Someone else's home → Your relationship   
 Owned by:  You  Your partner  You and your partner, jointly

**7** Are you under 18 years old?  
 No  Yes Go to **23**

**8** Do you have a partner?  
 No: Go to **9**  Yes: Go to **10**

**9** You are:  Single: Go to **14**  Widowed: Go to **14**  
 Divorced or have dissolved a civil partnership: Go to **14**  
 Separated → Date of separation?  Go to **14**

**10** You and your partner are:  
 Married or in a Civil Partnership  Cohabiting or living together

**About your partner**

**11** Your partner's details  
 Mr Mrs Miss Ms Other title Your forenames or other names (in BLOCK LETTERS)  
        
 Surname or family name (in BLOCK LETTERS) Date of birth  
   
 National Insurance Number Application Registration Card (ARC) Number

**12** Is your partner a victim, prosecution witness or a co-defendant in the case for which you require legal aid?  
 No  Yes →  Victim: Go to **14**  
 Prosecution witness: Go to **14**  
 Co-defendant → Does your partner have a conflict of interest?  
 No: Go to **13**  Yes: Go to **14**

**13** Is your partner's usual home address different from yours (the address at question 2)?

No  Yes —> Your partner's usual home address

Postcode

**Your income and your partner's income**

Do you or your partner receive any of the benefits listed here?

**14**

**!** **GUIDANCE**  
In this form, if you answer Yes to any question which asks about you or your partner, and you can answer Yes for both of you, give details for you and your partner, not for one of you only.

<input type="checkbox"/> No	<input type="checkbox"/> Yes —> You				
	Universal Credit	<input type="checkbox"/> Go to <b>23</b>		Your Partner	<input type="checkbox"/> Go to <b>23</b>
	Income Support	<input type="checkbox"/> Go to <b>23</b>			<input type="checkbox"/> Go to <b>23</b>
	Income-Related Employment and Support Allowance (ESA)	<input type="checkbox"/> Go to <b>23</b>			<input type="checkbox"/> Go to <b>23</b>
	Income-Based Jobseeker's Allowance (JSA)	<input type="checkbox"/> When did you last sign on?	<input type="checkbox"/> When did you last sign on?		
		<input type="text"/>	<input type="text"/>		
		Go to <b>23</b>	Go to <b>23</b>		
	Guarantee State Pension Credit	<input type="checkbox"/> Go to <b>23</b>			<input type="checkbox"/> Go to <b>23</b>

**15** Do you or your partner, together, in a year have a total income from all sources before tax or any other deduction, of more than £12, 475 (£239.90 a week)?

**!** **GUIDANCE**

No: Go to **16**  Yes —> You will need to **complete form CRM15**: Go to **23**

**16** Sources of income for you and your partner. Please give details in the table:

**!** **EVIDENCE**

**!** **GUIDANCE**  
about:

- Employment
- Total of other benefits
- Other source of income

**For all parts of this question:**

- If you do not receive income from a source, put **NIL** after the '£'.
- After 'every' put either:  
week,  
2 weeks,  
4 weeks,  
month,  
or year.

	You	Your Partner
Employment (wage or salary)	£ <input type="text"/> every <input type="text"/> <input type="checkbox"/> Before tax <input type="checkbox"/> After tax	£ <input type="text"/> every <input type="text"/> <input type="checkbox"/> Before tax <input type="checkbox"/> After tax
Child Benefit	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Working Tax Credits and Child Tax credits	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Universal Credit	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Total of other benefits	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Maintenance income	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Pensions	£ <input type="text"/> every <input type="text"/>	£ <input type="text"/> every <input type="text"/>
Any other source of income such as:	£ <input type="text"/> every <input type="text"/> Source:	£ <input type="text"/> every <input type="text"/> Source:
<ul style="list-style-type: none"> <li>■ a student grant or loan</li> <li>■ board or rent from a family member, lodger or tenant, or rent from a property</li> <li>■ financial support from friends and family</li> </ul>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

**17** Are you or your partner self-employed, in a business partnership, or either a company director or a shareholder in a private company?

**! GUIDANCE**  No  Yes → You will need to **complete form CRM15: Go to 23**

**18** Do you or your partner have any income, savings or assets which are under a restraint order or a freezing order?

No  Yes → You will need to **complete form CRM15: Go to 23**

**19** Are you charged with a Summary offence, only?

**! GUIDANCE**  No  Yes: Go to 22

**20** Do you or your partner own or part-own any land or property of any kind, including your own home, in the United Kingdom or overseas?

No  Yes → You will need to **complete form CRM15: Go to 23**

**21** Do you or your partner have any savings or investments, in the United Kingdom or overseas?

**! GUIDANCE**  No  Yes → You will need to **complete form CRM15: Go to 23**

**22** Do your answers to the previous questions tell us that you have no income from any of the sources which we have asked about?

No  Yes → How do you and your partner pay your bills and daily expenses?

**Information for the Interests of Justice test**

**23** What charges have been brought against you?

**! GUIDANCE** Describe the charge briefly: for instance, 'Assault on a neighbour'.

Charge	Date of offence
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	

**24** The type of offence with which you are charged

**! GUIDANCE** ✓one box only. If you are charged with two or more offences, ✓ the most serious.

Class A: Homicide and related grave offences

Class B: Offences involving serious violence or damage, and serious drugs offences

Class C: Lesser offences involving violence or damage, and less serious drugs offences

Class D: Sexual offences and offences against children →

- Class E: Burglary etc
- Class F: Other offences of dishonesty (specified offences and offences where the value is £30,000 or less)
- Class G: Other offences of dishonesty (specified offences and offences where the value involved exceeds £30,000 but does not exceed £100,000)
- Class H: Miscellaneous other offences
- Class I: Offences against public justice and similar offences
- Class J: Serious sexual offences
- Class K: Other offences of dishonesty (high value: if the value involved exceeds £100,000)

**25**

Do you have any co-defendants in this case?

No: Go to **27**     Yes ———> Their names

**26**

Is there a conflict?

No             Yes

**27**

Are there any other criminal cases or charges against you or your partner which are still in progress?

No             Yes ———> You

Your Partner

The charges

The Court hearing the case

Date of the next hearing

**28**

Which Court is hearing the case for which you need legal aid?

The Court hearing the case

Date of the hearing

**29**

**!** **GUIDANCE**

**1** to **9** are possible reasons.

**We suggest you choose one or more reasons with the help of a solicitor.**

For each reason you choose, say why you have chosen it.

Mention any evidence that supports your choice of a reason.

If you need more space to answer, please use a separate sheet of paper and put your full name, date of birth and 'Question 29' at the top of the sheet. Please make sure you show which part of the question (**1** to **10**) your writing refers to.

**Why do you want legal aid?**

**1** It is likely that I will lose my liberty if any matter in the proceedings is decided against me.

**2** I have been given a sentence that is suspended or non-custodial. If I break this, the court may be able to deal with me for the original offence.

**3** It is likely that I will lose my livelihood.

**4** It is likely that I will suffer serious damage to my reputation.

**5** A substantial question of law may be involved (whether arising from legislation, judicial authority or other source of law).

**6** I may not be able to understand the court proceedings or present my own case.

**7** Witnesses may need to be traced or interviewed on my behalf.

**8** The proceedings may involve expert cross-examination of a prosecution witness (whether an expert or not).

**9** It is in the interests of another person (such as the person making a complaint or other witness) that I am represented.

**10** Any other reason

## Legal representation

**30**

**!** **GUIDANCE**

**You must tell the solicitor that you have said in this form that you want them to act for you.**

### The solicitor who you want to act for you

Mr Mrs Miss Ms Other title Solicitor's initials, surname or family name (in BLOCK LETTERS)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
--------------------------	--------------------------	--------------------------	--------------------------	----------------------	----------------------

Name and address of the solicitor's firm

<input type="text"/>
Postcode

Telephone (land line)

Mobile phone

Document Exchange (DX)

Fax

email address

**31**

✓ **1** or **2**

If you choose **2**,  
✓ one of the two other options to show whether you have been instructed by a firm with an LAA contract, or by a solicitor employed by the LAA. Examples of an LAA contract are the 2022 Standard Crime Contract or an Individual Case Contract.

### Declaration by the legal representative

**1**  I represent the applicant. I confirm that I am authorised to provide representation under a contract issued by the Legal Aid Agency (LAA).

**2**  I represent the applicant. I confirm that I have been instructed to provide representation by:

- a firm which holds a contract issued by the Legal Aid Agency (LAA).
- a solicitor employed by the Legal Aid Agency (LAA) in the Public Defender Service who is authorised to provide representation.

Signed

Date

Provider's LAA Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Full name (in BLOCK LETTERS)

### About the information which you have provided and its protection

- The information which you give when you answer this question (which continues on page 8), will be treated in the strictest confidence and will not affect our decision on this application.
- We, or HM Courts and Tribunals Service, may use the information on this form and on forms CRM15 and CRM15C, for statistical monitoring or research. The information we publish will not identify you or anyone else. We will process the information according to the relevant data protection laws and other legal requirements.

**1** Are you male or female?

Male  Female  I prefer not to say

**32**

**!** **GUIDANCE**

The guidance explains how we protect and use the information which you provide in our forms or in other ways.

**2**  
✓ one box in the table to show the best definition of your disability.

**The Equality Act 2010 defines disability as:**  
'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

**3**  
✓ one box in the table of ethnic groups.

**2 Do you consider that you have a disability?**

No       Yes → The best definition is:

<input type="checkbox"/> Mental health condition	<input type="checkbox"/> Mobility impairment	<input type="checkbox"/> Other
<input type="checkbox"/> Learning disability or difficulty	<input type="checkbox"/> Long-standing physical illness or health condition	<input type="checkbox"/> I prefer not to say
<input type="checkbox"/> Hearing impaired	<input type="checkbox"/> Visually impaired	
<input type="checkbox"/> Deaf	<input type="checkbox"/> Blind	

**3 Which of the options in the table best describes you?**

White	Mixed	Asian or Asian British	Black or Black British	
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Chinese
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black African	<input type="checkbox"/> Gypsy or Traveller
<input type="checkbox"/> White other	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black other	<input type="checkbox"/> Other
	<input type="checkbox"/> Mixed other	<input type="checkbox"/> Asian other		<input type="checkbox"/> I prefer not to say

**Evidence to support the information which you have given**

**33** Have you been directed to complete a form CRM15 (see questions 15, 17, 18, 20 and 21)?  
 No       Yes → If you have a partner, now go to **38**. If not, go to **39**.

**34** Has a court remanded you in custody?  
 No: Go to **36**     Yes: Go to **35**

**35** Will your case be heard in a magistrates' court?  
 No       Yes → If you have a partner, now go to **38**. If not, go to **39**.

**36** Are you employed?  
 No       Yes →

- **If your case will be heard in a magistrates' court, or it is a committal for sentence or appeal to the Crown Court**  
We need a copy of your wage slip or salary advice. You must provide it with this form: see the guidance about evidence.
- **If your case will be heard in the Crown Court**  
We need a copy of your wage slip or salary advice. You must provide it with this form or within 14 days of the date of your application: see the guidance about evidence.

**37** If you have a partner, now go to **38**. If you do not have a partner, go to **39**.



## Declaration by your partner

**38**

**!** **GUIDANCE**

If your partner is not able to sign this declaration, you must give the reason at the end of question 39.

**I declare that** this form and any form CRM15 and CRM15C is a true statement of all my financial circumstances to the best of my knowledge and belief. I agree to the Legal Aid Agency and HM Courts & Tribunals Service, or my partner's solicitor, checking the information I have given, with the Department for Work and Pensions, HM Revenue and Customs or other people and organisations. I authorise those people and organisations to provide the information for which the Legal Aid Agency, HM Courts and Tribunals Service or my partner's solicitor may ask.

I have read the **Notice of Fraud** at the end of question 39.

Signed

Date

Full name (in BLOCK LETTERS)

## Declaration by you

**39**

When you read this declaration, keep in mind that some parts of it may not apply to you because the declaration is designed to cover several types of court case.

**I apply for** the right to representation for the purposes of criminal proceedings under the Legal Aid, Sentencing and Punishment of Offenders Act 2012.

**I declare that** this form and any form CRM15 and CRM15C is a true statement of my financial circumstances and those of my partner to the best of my knowledge and belief. I understand that this form must be fully completed before a Representation Order can be issued. I understand that if I tell you anything that is not true on this form or the documents I send with it, or leave anything out:

- I may be prosecuted for fraud. I understand that if I am convicted, I may be sent to prison or pay a fine.
- My legal aid may be stopped and I may be asked to pay back my costs in full to the Legal Aid Agency.
- If my case is in the Crown Court, the Legal Aid Agency may change the amount of the contribution which I must pay.

**Crown Court** I understand that in Crown Court proceedings the information I have given in this form will be used to determine whether I am eligible for legal aid and, if so, whether I am liable to contribute to the costs of my defence under an Income Contribution Order during my case, or if I am convicted, under a Final Contribution Order at the end of my case, or both.

I understand that if I am ordered to pay towards my legal aid under an Income Contribution Order, or if I am convicted and ordered to pay under a Final Contribution Order, but fail to pay as an Order instructs me, interest may be charged or enforcement proceedings may be brought against me, or both.

I understand that I may have to pay the costs of the enforcement proceedings in addition to the payments required under the Contribution Order, and that the enforcement proceedings could result in a charge being placed on my home.

**Evidence** I agree to provide, when asked, further details and evidence of my finances and those of my partner, to the Legal Aid Agency, its agents, or HM Courts & Tribunals Service to help them decide whether an Order should be made and its terms.

**Changes** I agree to tell the Legal Aid Agency or HM Courts & Tribunals Service if my income or capital or those of my partner, change. These changes include the sale of property, change of address, change in employment and change in capital. →

It is important that you understand that by signing this declaration you agree to the Legal Aid Agency, the courts, or your solicitor, contacting your partner to check the information that you have given in this form, and in forms CRM15 and CRM15C, if you complete them.

**Enquiries**

I authorise such enquiries as are considered necessary to enable the Legal Aid Agency, its agents, HM Courts & Tribunals Service, or my solicitor to find out my income and capital, and those of my partner. This includes my consent for parties such as my bank, building society, the Department for Work and Pensions, the Driver and Vehicle Licensing Agency or HM Revenue and Customs to provide information to assist the Legal Aid Agency, its agents or HM Courts & Tribunals Service with their enquiries.

I consent to the Legal Aid Agency or my solicitor contacting my partner for information and evidence about my partner's means. This includes circumstances where my partner is unable to sign or complete the form.

I understand that if the information which my partner provides is incorrect, or if my partner refuses to provide information, then: if my case is in the magistrates' court, my legal aid may be withdrawn or, if my case is in the Crown Court, I may be liable to sanctions. I understand that the sanctions may result in me paying towards the cost of my legal aid or, if I already pay, paying more towards the cost of my legal aid, or paying my legal aid costs in full.

**Ending legal aid**

I understand that I must tell my solicitor and write to the court if I no longer want public representation. I understand that if I decline representation I may be liable for costs incurred to the date when my solicitor and the court receive my letter.

**Data sharing**

I agree that, if I am convicted, the information in this form will be used by HMCTS or designated officer to determine the appropriate level of any financial penalty ordered against me, and for its collection and enforcement.

**Notice on fraud**

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Further details explaining how the information held by fraud prevention agencies may be used can be found in the 'Fair Processing Notice', available on GOV.UK at: [www.gov.uk/guidance/apply-for-legal-aid](http://www.gov.uk/guidance/apply-for-legal-aid)

Signed

Date

Full name (in BLOCK LETTERS)

If your partner has not signed the declaration at **38**, please explain:

# LEGAL AID AGENCY

## PRIVACY NOTICE

### Purpose

This privacy notice sets out the standards that you can expect from the Legal Aid Agency (LAA) when we request or hold personal information ('personal data') about you; how you can get access to a copy of your personal data; and what you can do if you think the standards are not being met.

The LAA is an Executive Agency of the Ministry of Justice (MoJ). The MoJ is the data controller for the personal information we hold. The LAA collects and processes personal data for the exercise of its own and associated public functions. Our public function is to provide legal aid.

### About personal information

Personal data is information about you as an individual. It can be your name, address or telephone number. It can also include the information that you have provided in a legal aid application such as your financial circumstances and information relating to any current or previous legal proceedings concerning you.

We know how important it is to protect customers' privacy and to comply with data protection laws. We will safeguard your personal data and will only disclose it where it is lawful to do so, or with your consent.

### Types of personal data we process

We only process personal data that is relevant for the services we are providing to you. The personal data which you have provided in your legal aid application will only be used for the purposes set out below.

### Purpose of processing and the lawful basis for the process

The purpose of the LAA collecting and processing the personal data which you have provided in a legal aid application is for the purposes of providing legal aid. Our lawful basis is 'the performance of a task carried out in the public interest or in the exercise of official authority' as set out in Article 6(1)(e) of UK GDPR. The tasks are those set out in the Legal Aid, Sentencing and Punishment of Offenders Act 2012. Specifically, we will use this personal data in the following ways:

- In deciding whether you are eligible for legal aid, whether you are required to make a contribution towards the costs of this legal aid and to assist the Legal Aid Agency in collecting those contributions, if appropriate.
- In assessing claims from your legal aid Provider(s) for payment from the legal aid fund for the work that they have conducted on your behalf.
- In conducting periodic assurance audits on legal aid files to ensure that decisions have been made correctly and accurately.
- In producing statistics and information on our processes to enable us to improve our processes and to assist us in carrying out our functions.

Were the LAA unable to collect this personal information, we would not be able to conduct the activities above, which would prevent us from providing legal aid.

We collect 'special categories of personal data'. This data is collected where necessary for the purposes set out above. The condition under which we process this data is Article 9(g) of UK GDPR – Reasons of substantial public interest. Our associated Schedule 1 condition is Statutory and Government purposes. We also collect this data for the purposes of monitoring equality, this is a legal requirement for public authorities under the Equality Act 2010. Special categories of personal data will be treated with the strictest confidence and any information published under the Equality Act will not identify you or anyone else associated with your legal aid application.

We collect 'personal data relating to criminal convictions and offences or related security measures'. This data is collected where relevant for the purposes set out above. The LAA is an Executive Agency of the MoJ, an Official Authority for the purposes of Article 10 of UK GDPR.

## **Who the information may be shared with**

We sometimes need to share the personal information we process with other organisations. When this is necessary, we will comply with all aspects of the relevant data protection laws. The organisations we may share your personal information include:

- Your instructed legal aid Provider(s), including any advocate instructed by a legal aid solicitor;
- Public authorities such as: HM Courts and Tribunals Service (HMCTS), HM Revenue and Customs (HMRC), Department of Work and Pensions (DWP), Home Office and HM Land Registry;
- Non-public organisations such as: Credit reference agencies Equifax and TransUnion and our debt collection partners Advantis Credit Ltd;
- If false or inaccurate information is provided or fraud identified, the Legal Aid Agency can lawfully share your personal information with fraud prevention agencies to detect and to prevent fraud and money laundering. We may specifically share data with HMRC and DWP for fraud prevention, investigation and prosecution purposes; and
- Where a debt is owed to the Legal Aid Agency, we may share your data with public authorities such as HMRC and DWP and with debt collection partners such as Advantis Credit Ltd for the purposes of tracing, debt collection and enforcement.

You can contact our Data Protection Officer for further information on the organisations we may share your personal information with.

## **Data Processors**

We may contract with third party data processors to provide email, system administration, document management and IT storage services. Any personal data shared with a data processor for this purpose will be governed by model contract clauses under data protection law.

We contract with Advantis Credit Ltd as a data processor for the collection and enforcement of criminal legal aid contributions. Any personal data shared with the data processor for this purpose is governed by model contract clauses under data protection law.

## **Automated decision making**

We do not use solely automated decision making within the definition of Article 22(1) of UK GDPR. The overall decision on an application for legal aid or a claim for costs in a legal aid case will always be made by a human decision maker. This could be a member of our staff, or a staff member of a legal aid Provider acting under delegated authority from the LAA.

## **Details of transfers to third country and safeguards**

Personal data may be transferred to locations in the European Economic Area (EEA) where required by our data processors for hosting, storage and secure backup of our IT services. Such transfers are made on the basis of Adequacy decisions between the UK and EEA in accordance with Article 45 of UK GDPR.

## **Retention period for information collected**

Your personal information will not be retained for any longer than is necessary for the lawful purposes for which it has been collected and processed. This is to ensure that your personal information does not become inaccurate, out of date or irrelevant. The Legal Aid Agency have set retention periods for the personal information that we collect, this can be accessed via our website:

<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

You can also contact our Data Protection Officer for a copy of our retention policies.

While we retain your personal data, we will ensure that it is kept securely and protected from loss, misuse or unauthorised access and disclosure. Once the retention period has been reached, your personal data will be permanently and securely deleted and destroyed.

## **Access to personal information**

You can find out if we hold any personal data about you by making a 'subject access request'. If you wish to make a subject access request please contact:

Disclosure Team - Post point 10.25  
Ministry of Justice  
102 Petty France  
London  
SW1H 9AJ

Data.access@justice.gov.uk

## When we ask you for personal data

We promise to inform you why we need your personal data and ask only for the personal data we need and not collect information that is irrelevant or excessive.

When we collect your personal data, we have responsibilities, and you have rights, these include:

- That you can withdraw consent at any time, where relevant;
- That you can lodge a complaint with the supervisory authority;
- That we will protect and ensure that no unauthorised person has access to it;
- That your personal data is shared with other organisations only for legitimate purposes;
- That we don't keep it longer than is necessary;
- That we will not make your personal data available for commercial use without your consent; and
- That we will consider your request to correct, stop processing or erase your personal data.

## You can get more details on:

- Agreements we have with other organisations for sharing information;
- Circumstances where we can pass on personal information without telling you, for example, to help with the prevention or detection of crime or to produce anonymised statistics;
- Our instructions to staff on how to collect, use or delete your personal information;
- How we check that the information we hold is accurate and up-to-date; and
- How to make a complaint.

For more information about the above issues, please contact the;

The Data Protection Officer  
Ministry of Justice  
102 Petty France  
London  
SW1H 9AJ

[dataprotection@justice.gov.uk](mailto:dataprotection@justice.gov.uk)

## Complaints

When we ask you for information, we will comply with the law. If you consider that your information has been handled incorrectly, you can contact the Information Commissioner for independent advice about data protection. You can contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

**Official use**

**Interests of Justice test**

*Consider all the available details of all the charges, against the Interests of Justice criteria.*

*Mention issues here which you considered when you decided the application. Include information given orally.*

I have performed the Interests of Justice test for case number:

The application is **passed**       The application is **refused**. My reason(s):

Signed

Name of the appropriate officer

Date

/ /

**Financial eligibility for**

Magistrates' Court  Passed       Refused

Crown Court  Refused: Ineligible

Granted: No income contribution

Granted: Contribution of £

Signed

Name of the appropriate officer

Date

/ /