

PRIME:

Guidance notes and application form for placements at MacRoberts LLP (post age 16).

PRIME is an alliance of law firms across the UK, committed to improving access to the legal profession through work experience.

A. Guidance notes for applicants

Basic eligibility requirements

To be eligible for a place on the PRIME programme through MacRoberts LLP, you must meet **all** the following basic requirements:

- You're attending, and have attended from the age of 11 onwards, a state-funded, non-fee-paying school/college
- You grew up in a household where no parent or guardian achieved a qualification at a university in the UK
- You're in S4 to S6 (Scotland)

Additional eligibility requirements - you must also meet one or more of the following:

- You are currently in receipt of, or have previously received, free school meals
- You have been, or are currently, in local authority care (for a period of three months or longer)
- You are, or have been, a full-time or part-time young carer
- You came to the UK as a refugee or asylum seeker
- You are attending a school or college with
 - below average Higher or NAT 5 points score; and/or
 - low rate of progression to higher education.



Notes and definitions

These criteria are not exhaustive and may be amended over time.

Young people who meet the **'in local authority care'** criterion do not need to meet any other criterion.

You meet the 'in local authority care' criterion if:

- You have spent at least three months living in public care as a looked after child, including in local authority care and living with foster carers or in a children's home, or
- You have been 'looked after' at home under a home supervision order in Scotland

Please note this does not refer to time spent working in a care or healthcare setting or if you are or have been a carer for a relative.

You meet the **'young carer' criterion** if:

- You are a young person under 25 who cares, unpaid, for a family member who due to illness, disability, a mental health problem or an addiction cannot cope without your support.

You do not have to tell us whether you attend a school that has **below average attainment and/or progression to higher education** (we will check this ourselves), but you can find out if your school counts as such [here](#). The criterion of below average progression to higher education is relevant only to schools with a sixth form and located in England.

If you have questions about this application form, please contact PeopleandDevelopment@macroberts.com



B. Application form (post-16s)

1. Personal information

First name		
Surname		
Date of birth		
Mobile number		
Email address		
Home address		
	Postcode	
Gender you identify with	Female / Male / Other preferred description/ Prefer not to say	

2. School information

School/college you currently attend	
Town/city where the school is located	

School you attended for Nat 5's or equivalent.	
Town/city where the school is located	

3. Subjects studied and exam grades

<p>Grades achieved for pre-16 qualifications. <i>Please list individual subjects and grades</i></p>	
<p>Subjects and qualifications you are studying post-16 <i>(for example, Scottish Highers, HNC, BTEC Business etc)</i></p>	



4. Personal eligibility criteria

- a. Family income (please circle as appropriate)

We reserve the right to ask for evidence of your circumstances

Are you currently in receipt of, or have previously received, free school meals?	Yes / No / Don't know / Prefer not to say
Are you currently receiving the 16-19 bursary or Education Maintenance Allowance?	Yes / No / Don't know / Prefer not to say

- b. Family history of higher education

Has either of your parent(s) achieved a qualification at a university in the UK? <i>Examples of qualifications are a degree, an HNC or an HND. (We are not counting qualifications earned through short courses of less than a year.)</i>	Yes / No / Don't know / Prefer not to say
If yes, what qualification did they achieve?	Higher National Certificate / Higher National Diploma / Foundation degree / Degree or above / Other / Don't know / Prefer not to say

c. Other individual criteria (please see the guidance for definitions)

Looked after or in care Are you currently (or have you been) looked after or in the care of a local authority, for 13 weeks or more?	Yes / No / Don't know / Prefer not to say <i>If yes, please tell us which local authority looked after you most and approximately when.</i>
Young carer Do you help look after someone in your family, above and beyond what is normally expected?	Yes / No / Don't know / Prefer not to say <i>If yes, please describe briefly your role.</i>
Are you a refugee or asylum seeker, or have you applied for status as such?	Yes / No / Don't know / Prefer not to say <i>If yes, please provide a copy of documentation.</i>

5. Equality and diversity monitoring information

We are asking for this information to help us check whether our processes provide equal opportunity for all eligible applicants. We do not refer to this information when we are assessing your application.

What is your ethnic group?	
Asian/Asian British	
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
Black/Black British	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
Mixed/multiple ethnic groups	
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
Any other Mixed/multiple ethnic background	<input type="checkbox"/>
White	
British/ English/ Welsh/ Northern Irish/ Scottish	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Roma	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>
Other ethnic group	
Arab	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>
Prefer not to say	
Prefer not to say	<input type="checkbox"/>

6. Signatures

**Applicant**

a. Confirmation of accuracy

I confirm that the information I have provided is correct, to the best of my knowledge.

Name

Signature

Date

b. Consent to share special categories of personal data

In order to ensure that PRIME work experience activities are useful, effective and reach the right young people, PRIME gathers certain information to analyse that we may share with the Bridge Group, one of our evaluation partners. This information includes special categories of personal data, including racial and ethnic origin data. We will use your personal data in accordance with the privacy practices that we describe in our privacy notice at Annex A.

Yes / No (please circle as appropriate)

Name

Signature

Date

Parent or Guardian

a. Consent to participate

I confirm that I am the legal Parent or Guardian for the applicant named and I give permission for my child to apply for work experience through the PRIME programme.

Name

Signature

Date

7. Teacher verification

Please provide the name and email address of a teacher who can confirm that the academic information in your application is accurate.

Name of teacher

Email address

Do you consent to our asking the teacher to confirm your personal circumstances?

Yes / No (please circle as appropriate)

If 'no', please be aware that we may ask you to provide evidence of your personal circumstances.



Annex A Privacy Notice

This privacy notice describes how PRIME Commitment Limited (“PRIME,” “we,” or “us”) collects and processes personal information about you, how we use and protect this information, and your rights in relation to this information.

This privacy notice applies to all personal information we collect or process about you as part of the PRIME programme. Personal information is information, or a combination of pieces of information that could reasonably allow you to be identified. We are a controller of your personal information, which means that you we make decisions about your personal information. The law firm, or the organisation through which your PRIME programme was organised, may also be a controller of your personal information, and you should review their privacy notice to see how they will process your personal information.

1. Personal information we use

We will collect personal information from you directly (e.g. when you contact us) and also from other sources described below.

Information we collect directly from you

The categories of information that we collect directly from you are:

- Personal details (e.g. name)
- Contact details (e.g. email address, post code)
- School information
- Social mobility indicators (e.g. free school meal status, family history of higher education)
- Immigration status
- Ethnicity
- Questions, queries or feedback you have

Information we collect from other sources

We collect information about you from other sources, including PRIME members, and Rare Recruitment Limited.



The categories of information that we collect about you from these sources are:

- Personal details (e.g. name, date of birth, gender)
- Contact details (e.g. home postcode)
- Unique identification code
- Educational history (e.g. school attended, grades and start/finish dates)
- Information about your socioeconomic status, including whether your parents/guardians attended university, whether you hold refugee or asylum seeker status, whether you are a parent or registered carer, whether you have free school meals, whether you have been in local authority care, and whether you undertook paid work during school or university term time

Some of the categories of information that we collect are special categories of personal data (also known as sensitive personal information). In particular, we process personal information that relates to your ethnic origin.

2. How we use your personal information and the basis on which we use it

We use your personal information to:

- a) further improve access to the legal profession by conducting statistical analysis to understand, for example, the breakdown of participants on PRIME programmes by region, the percentage of social mobility students attending PRIME programmes and the breakdown of participants' background (e.g. how many were in receipt of free school meals). We also use your personal information in order to track the effectiveness of the PRIME programme.
- b) communicate with you and respond to your enquiries and feedback.

We must have a legal basis to process your personal information. In most cases the legal basis will be to meet our legitimate interests, for example to conduct statistical analysis to support our goal of providing fair access to the legal profession and monitoring our progress in achieving this. When we process personal information to meet our legitimate interests, we put in place robust safeguards to ensure that your privacy is protected and to ensure that our legitimate interests are not overridden by your interests or fundamental rights and freedoms. For more information about the balancing test that we carry out to process your personal information to meet our legitimate interests, please contact us at the details below.



We may obtain your consent to disclose sensitive personal information when we are required to do so by law (for example, when we disclose sensitive personal information such as information about your race or ethnic origin to our evaluation partners). If we ask for your consent to disclose your personal information, you may withdraw your consent at any time by contacting us using the details at the end of this privacy notice.

3. Your rights over your personal information

You have certain rights regarding your personal information, subject to local law. These include the right to:

- access your personal information;
- rectify the information we hold about you;
- erase your personal information;
- restrict our use of your personal information;
- object to our use of your personal information;
- receive your personal information in a usable electronic format and transmit it to a third party (right to data portability);
- lodge a complaint with your local data protection authority.

If you would like to discuss or exercise such rights, please contact us at the details below. We encourage you to contact us to update or correct your information if it changes or if the personal information we hold about you is inaccurate. We will contact you if we need additional information from you in order to honour your requests.

4. Information Sharing

We may share your personal information with third parties under the following circumstances:

- **PRIME members.** We share your personal information with PRIME members to ensure that all participants in PRIME programmes come from social mobility backgrounds where access to the legal profession is particularly difficult.
- **Rare Recruitment Limited, and The Bridge Group.** We share your personal information with Rare Recruitment Limited, and the Bridge Group to enable them to conduct statistical analysis that helps us understand if there are ways in which we could further improve access to the legal profession.



- **Law enforcement agencies, courts, regulators and government authorities.** We may share your personal information with these parties where we believe this is necessary to comply with a legal or regulatory obligation, or otherwise to protect our rights or the rights of any third party.
- **Asset purchasers.** We may share your personal information with any third party that purchases, or to which we transfer, all or substantially all of our assets and business. Should such a sale or transfer occur, we will use reasonable efforts to try to ensure that the entity to which we transfer your personal information uses it in a manner that is consistent with this privacy notice.

5. Information Security and Storage

We implement technical and organisational measures to ensure a level of security appropriate to the risk to the personal information we process. These measures are aimed at ensuring the on-going integrity and confidentiality of personal information. We evaluate these measures on a regular basis to ensure the security of the processing.

6. Retention

We will keep your personal information for as long as we have a relationship with you, and to allow us to see your progression into your chosen career. We will only retain your personal information after this time if we are required to do so to comply with the law, or if there are outstanding claims or complaints that will reasonably require your personal information to be retained.

7. Contact Us

PRIME Commitment Limited is a data controller, responsible for the personal information we collect and process. If you have questions or concerns regarding the way in which your personal information has been used, please contact our Engagement Consultant at admin@primecommitment.co.uk.

We are committed to working with you to obtain a fair resolution of any complaint or concern about privacy. If, however, you believe that we have not been able to assist with your complaint or concern, you have the right to make a complaint to the Information Commissioner's Office.



8. Changes to the Policy

You may request a copy of this privacy notice from us using the contact details set out above. We may modify or update this privacy notice from time to time. If we change this privacy notice, we will notify you of the changes. Where changes to this privacy notice will have a fundamental impact on the nature of the processing or otherwise have a substantial impact on you, we will give you sufficient advance notice so that you have the opportunity to exercise your rights (e.g. to object to the processing).