

Our Ref: IG/TC/278



Mr John Smith
By email only:
request-666152-7cdc990e@whatdotheyknow.com

The Cube
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17 June 2020

Dear Mr Smith

Information request – Our Ref: IG/TC/278

I am writing in response to your email of 20 May 2020.

I am handling your request for information under the SRA's Transparency Code.

You requested the following information:

“- How long do you keep records of applications for student enrolment prior to commencing the LPC?

- Will you still retain records from 2010?

- If yes, do the records contain information relating to character and suitability issues?

- please can you tell me in which year the assessment offences under the character and suitability was introduced?”

Our response:

Our retention period for student enrolment application is 7 years, therefore we do not hold records from 2010.

The introduction of assessment offences under character and suitability predates the SRA and we do not have a record of when they were introduced. The earliest blank student enrolment forms that we hold are from 1997, assessment offences under character and suitability are included on that form.

More information on how we handle requests, including a link to a copy of our Transparency Code, can be found on our website:

www.sra.org.uk/sra/how-we-work/transparency.page

Please quote the reference number **IG/TC/278** if you decide to contact us further regarding this request.

Yours sincerely,

Jack Baraczewski
Information Governance Officer
Solicitors **Regulation** Authority

Internal review and complaint process

If you are not satisfied with our response to your request for information, you can request that the matter is reconsidered as an internal review. To do so please write to, or email, the Information Compliance and Governance Manager at:

SRA Information Compliance
The Cube
199 Wharfside Street,
Birmingham B1 1RN

SRAInformationCompliance@sra.org.uk

Please note that your request for an internal review must be submitted within 60 days of our decision. We aim to issue a formal response to internal reviews within 20 working days.

Internal review process

The internal review will consider any limitations applied and the information disclosed. This aspect of the review is final and there is no further avenue for appeal. It is also important for you to note that, as this is a voluntary code, the Information Commissioner is unable to consider your complaint.

Escalation to a complaint

If you are still not satisfied with the response that you have received, you can make a complaint to our Complaints Team about the way we have handled your request.

The complaints team will only be able to review the matters related to our service, for example our communication and compliance with the deadline.

If you are unhappy with the Complaint's Team decision, you can escalate the matter further and ask the Independent Reviewer (Centre for Effective Dispute Resolution) to review your complaint. The service is independent to us and they will review how we handled your complaint, not our decision.