



Legal Aid
Agency

Client's Details Form

Please complete in block capitals

Client's details

UFN:

Surname:

First name:

Date of birth: / / National Insurance no:

Marital status: ☐ Single ☐ Married/Civil Partner ☐ Cohabiting

☐ Separated ☐ Divorced/dissolved CP ☐ Widowed

Gender: ☐ Male ☐ Female ☐ Prefer not to say

Current address:

Postcode:

Privacy notice - access to personal data

Personal data relates to a living individual who can be identified from that data. The processing of personal data is governed by the Data Protection Act 1998 (DPA), under which the Ministry of Justice (MoJ) is registered as a data controller. The Legal Aid Agency is an executive agency within the MoJ. The Legal Aid Agency processes personal data in order to provide legal aid services.

The MoJ complies with its obligations under the DPA by keeping the personal data we hold up to date; storing and destroying it securely; by not collecting or retaining excessive amounts of data; protecting personal data from loss, misuse, unauthorised access and disclosure; and ensuring that appropriate technical measures are in place to protect the personal data we process in line with Her Majesty's Government standards.

You have the right to request details about the personal information we hold about you; and subsequently request that we correct any personal information if it is found to be inaccurate or out of date.

In order to fulfil its functions the MoJ may share personal data with other organisations. These organisations include other government departments, local authorities and private or voluntary sector organisations engaged to deliver services. Personal data is only shared outside the MoJ when the law allows.

To request a copy of your personal information please refer to the MoJ website for further details on how you may do this.

Equal Opportunities Monitoring

Please tick the boxes which your client would describe themselves as being:

Ethnicity

White

- ☐ (a) British
- ☐ (b) Irish
- ☐ (c) White Other

Mixed

- ☐ (a) White and Black Caribbean
- ☐ (b) White and Black African
- ☐ (c) White and Asian
- ☐ (d) Mixed Other

Asian or Asian British

- ☐ (a) Indian
- ☐ (b) Pakistani
- ☐ (c) Bangladeshi
- ☐ (d) Asian Other

Black or Black British

- ☐ (a) Black Caribbean
- ☐ (b) Black African
- ☐ (c) Black Other

☐ Chinese

☐ Gypsy/Traveller

☐ Other

☐ Prefer not to say

Disability

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

Not Considered Disabled ☐

If a client considers himself or herself to have a disability please select the most appropriate definition.

Definitions:

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

4 Completion of this section is voluntary. This will be treated in the strictest confidence and will be used purely for statistical monitoring and research.

This page must be completed in full where freestanding Advice and Assistance is sought in any Class of Work (except Police Station Advice and Assistance/warrants/armed forces custody hearings/Duty Solicitor advice) or where Advocacy Assistance is sought in the Prison Law Class of Work only.

Capital details

Does your client or partner (if living with client as a couple) get Income Support, Income- Based Job Seeker's Allowance, Income-Based Employment and Support Allowance, or Guarantee Credit?

- ☐ Yes. ⁴ If you are applying for Advocacy Assistance, ignore the rest of this page. ☐ No. Complete the rest of this page
- ⁴ If you are applying for Advice and Assistance, complete the rest of the page.

How many dependants does your client have? _____
(partner, children or other relatives in the client's household)

Give the total savings and other capital which your client has (and their partner, if relevant):
(include equity in home above £100,000 after allowing for mortgage(s) up to the value of £100,000)

The client: £ _____
Partner: £ _____
(if living with the client as a couple):
Total: £ _____

Income details

Does your client or partner (if living with client as a couple) get Income Support, Income-Based Job Seeker's Allowance, Income-Based Employment and Support Allowance, Guarantee Credit, Working Tax credit plus Child Tax credit* or Working Tax credit with disabilities element*

(*where gross income does not exceed £14, 213.)

- ☐ Yes. Ignore the rest of this section ☐ No. Give the total weekly income of:

The client: £ _____
The client's partner (if living with the client as a couple): £ _____
Total: £ _____

Calculate the total allowable deductions:

Income tax: £ _____
National Insurance contributions: £ _____
Partner (if living with the client as a couple): £ _____

Attendance allowance, disability living allowance, constant attendance allowance and any payment made out of the Social Fund: £ _____

Dependent children and other dependents:

| Age | Number | |
|-------------|--------|---------|
| 15 or under | _____ | £ _____ |
| 16 or over | _____ | £ _____ |

Less total deductions: £ _____

Total weekly disposable income: £ _____