

Solicitors Disciplinary Tribunal Administration Ltd

CaseLines – Data Protection Summary and 10 key points

CaseLines is a secure digital court platform. It is a collaborative system designed to facilitate the processing of data necessary for the SDT's work as a statutory tribunal. CaseLines is intended to reduce the time, effort and cost involved for users and the Tribunal itself in the preparation, collaboration and courtroom presentation of legal evidence bundles.

The CaseLines platform will inevitably contain highly sensitive personal data. The protection of personal data is the responsibility of every user of the system. The SDT complies with its obligations under the Data Protection Act 2018 (DPA). All users of CaseLines are required to confirm their acceptance of CaseLines' own terms of use and also the SDT's own terms of use.

All of the same data protection principles and obligations that apply when hard copy documents are used in SDT hearings, or electronic documents are currently shared with the SDT during proceedings, will continue to apply. CaseLines itself does not generate any new data protection obligations – but set out below are ten key points which are particularly relevant to its use. Inevitably the list is not exhaustive and you should satisfy yourself that you comply with your data protection obligations.

Much of this is very basic – but as the most usual causes of data breaches are basic oversights, some of these bullet points unapologetically state what may appear to be obvious good practice:

1. Your use of information should be limited to the purpose for which access was granted to you.
2. You must not share information with others except as strictly necessary for the purpose for which the information was shared with you (and you must ensure those with whom you share the information are aware of their data protection obligations).
3. You should promptly withdraw case access from anyone to whom you granted it when it is no longer required.
4. You should ensure your login details are stored securely, and are not saved on the device you use to access CaseLines.
5. If you are responsible for uploading documents into CaseLines you should ensure that it is filed correctly in accordance with the SDT's Protocols for Electronic Bundles to ensure that personal data is only shared with those who require it for their role in the case.
6. Case-related data should only be downloaded from CaseLines when necessary for your work on the case. The usual precautions for the security of electronic data should be followed for downloaded data (and the data should be securely deleted when it is no longer required for completion of the relevant task).
7. You should take all reasonable steps to ensure that no one else has access to the data on the electronic device if you have downloaded data from CaseLines. Devices should be locked or shut down when left unattended.
8. You should make sure that all equipment and information is kept secure in public places – for example, screens should not be visible or left unattended where unauthorised people might view them such as on public transport or elsewhere.
9. When transporting downloaded data on electronic devices you should take all reasonable steps to ensure that data security is maintained. For example, devices containing downloaded personal data should not be left unattended in vehicles.
10. Before your first use of the system you must carefully read the data protection provisions of the CaseLines and SDT terms of use and confirm your acceptance of both when prompted.