

## LSLA CAPITAL PRIVACY POLICY

The London Solicitors Litigation Association (**LSLA**) is an unincorporated members' association of solicitors and similar legal professionals practising in civil litigation in London. We review upcoming legislation, court procedures, consultation papers and communications from Government and the Court Service and keep members informed of developments as well as inviting contributions. We also organise lectures for members on a regular basis as well as social events and joint events with Bar Associations.

The LSLA respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data.

### 1. IMPORTANT INFORMATION AND WHO WE ARE

This privacy notice aims to give you information on how we collect and process your personal data.

The London Solicitors Litigation Association is the controller and responsible for your personal data. The administrative functions of the LSLA are carried out by the members of the Committee and their respective law firms and organisations, together with our Administrator, who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the Administrator using the details set out below.

Our full details are:

Full name of entity: London Solicitors Litigation Association

Administrator: Jo Davies

Email address: Isla@Isla.co.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance. This version was last updated on 25 May 2018.

It is important that the personal data we hold about our members is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### 2. THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

- **Identity Data** includes first name, last name, username or similar identifier, title, and qualification date.
- **Contact Data** includes employer's or firm's name and address, email address and telephone numbers.

We do not normally collect any **Special Categories of Personal Data** about you, with the exception that if you have a health-related dietary requirement we may need to notify your personal data to the event venue for catering purposes. We do not store or otherwise use or share such data.

Where we need to collect personal data by law, or (if you are a supplier to us) under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you.

### **3. HOW IS YOUR PERSONAL DATA COLLECTED?**

You may give us your Identity and Contact Data by filling in forms on our website or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you book a lecture or event or sign up for membership.

### **4. HOW WE USE YOUR PERSONAL DATA**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to provide the services to which your membership entitles you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

You can ask us to stop sending you our newsletter or messages about our events and lectures at any time by sending an email request to our Administrator.

#### **Cookies**

Visitors to the LSLA website will be exposed to the following cookies:

- Google analytics – These are used to identify first time and return visitors to the website. We do not identify any individual users.
- Cookies-accepted – If this cookie does not exist on the users browser, a visitor will be presented with an ‘Accept cookies’ banner at the bottom of their screen. This banner informs the user that we use cookies and has a link to the LSLA cookies document: <https://www.lsla.co.uk/sites/default/files/Cookies.pdf>
- Has-js – This cookie is set when it identifies that the visitor’s browser supports javascript. The LSLA website has a number of animations and design elements that rely on a browser that supports javascript, such as. the Benefits for Members slider on the homepage and the ‘use of cookies’ popup.
- Session cookie – This is set if the visitor adds an event or membership to their shopping cart so that as the user proceeds through the checkout process, the website knows which shopping cart to checkout.

You do not have to accept cookies, but if you do not, we may not be able to provide you with certain services from our website, including ticket booking.

## 5. DISCLOSURES OF YOUR PERSONAL DATA

We will not normally share your personal data with any third party, with the exception of dietary requirements at some of our events. We require event organisers to respect the security of such personal data and to treat it in accordance with the law.

## 6. INTERNATIONAL TRANSFERS

We do not transfer your personal data outside the European Economic Area (**EEA**), although our email account is a gmail account so it is subject to Google's terms of business. Some of our data is stored on servers operated by Sugarsync, a US based processor which has adopted EU approved model clauses.

## 7. DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those who have a business need to know, subject to a duty of confidentiality. We have procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## 8. DATA RETENTION

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. In some circumstances you can ask us to delete your data. If a member does not renew membership we will normally delete personal data after 26 months from the expiry date. Account related data will be kept for 6 years.

## 9. YOUR LEGAL RIGHTS

In certain circumstances, you have rights under data protection laws in relation to your personal data. You will not normally have to pay a fee to access your personal data (or to exercise any of the other rights).

If you wish to exercise any of your rights we will need to request specific information from you to help us confirm your identity. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also ask you for further information in relation to your request.

We will try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You have the right to:

- 9.1 **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- 9.2 **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- 9.3 **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- 9.4 **Object to processing** of your personal data where we are relying on a legitimate interest and you feel it impacts on your fundamental rights and freedoms, or where we are processing your personal data for direct marketing purposes.
- 9.5 **Request restriction of processing** of your personal data. This enables you to ask us to suspend the processing of your personal data in certain circumstances.
- 9.6 **Request the transfer** of your personal data to you or to a third party.
- 9.7 **Withdraw consent at any time** where we are relying on consent to process your personal data. If you withdraw your consent, we may not be able to provide membership services to you. We will advise you if this is the case at the time you withdraw your consent.

**Last updated:** 29 May 2018