

## Introduction

At the Sussex Law Society ('SLS', 'we', 'us', 'our') we are committed to ensuring that your personal information is protected and never misused.

Our privacy policy explains what personal information we collect, why we collect it, how we use it, the control you have over your personal information and the procedures we have in place to protect your personal information.

If you have any questions, comments or concerns about any aspect of this privacy policy or how the Sussex Law Society handles your personal information, please email [jeanettelacyscott@btinternet.com](mailto:jeanettelacyscott@btinternet.com) or write to us at:

Jeanette Lacy Scott  
The Sussex Law Society  
c/o The Old Stores  
Mill Street  
Falmer  
BN1 9PE

## What Personal Information do we collect?

To guarantee your privacy and the protection of your information, we define 'Personal Information' as any information that could be used to identify you.

At the Sussex Law Society in the case of Individual Members we collect and store details such as your name, firm/organisation, contact address, email address, telephone number, date admitted as a solicitor. In the case of Corporate Members we collect and store your name, email address, firm/organisation and office location. In the case of Non Members we collect and store the information you provide to attend one of our courses or events or the information you provide when you sign up to one of our mailing lists or if you communicate with us about matters which may be relevant to our members. In the case of Sponsors we collect and store relevant details you provide in order to communicate with you about your sponsorship arrangement with us. We also collect and store relevant details of our Suppliers to communicate about goods and services they provide.

## How do we collect your Personal Information?

We collect personal information about you in a number of different ways:

### Information you share with us:

- When you complete a registration form to become a member of the Sussex Law Society
- When you complete a registration form to attend a Sussex Law Society Course or Event.
- When you subscribe to any of our mailing lists.
- When you contact us/subscribe/request our services by telephone, post or email.
- When you attend one of our courses or events.

### Information from a third party:

- We may receive your details from a third party such as the firm/organisation you work for if they apply/renew your membership on your behalf under our Corporate Membership scheme.

- We collect information about how you engage with e-mails sent via Mailchimp; including whether they are delivered to you, whether you open them, and if you ask us not to contact you anymore (by clicking on the unsubscribe option).

### Information through filming or photography:

We may also collect personal information about you through our use of filming and photography. We will film and take photographs at some of our courses and events (such as our Annual Charity Ball). We use film and photographs for our business purposes (for example, to post on our social media pages). We will display a notice at courses and events where we intend to film or take photographs, to let you know that we will collect personal information about you.

### **How do we use your Personal Information?**

We use your Personal Information in the following ways:

- To process and manage your membership with us.
- To provide you with legal updates, information about our courses and events and other news you might be interested in.
- To respond to your queries and requests;
- To send you targeted marketing when you have opted in to a specific mailing list.
- For surveys to enable us to identify where service and product improvements can be made and to allow us to improve your experience;
- To communicate with sponsors and suppliers.

### **How long do we keep your Personal Information?**

Members – we will retain your information as long as we require this to provide you with the services ordered from us by registering for and/or renewing annual membership and for a period of 2 years following the expiry of your membership.

Non Members – we will retain your information for 2 years after you register/attend one of our courses or events.

Sponsors – we will retain your information for 2 years from when you sponsor a course or event.

Suppliers – we will retain your information for 6 years further to being provided with goods/services.

### **What information do we collect on our Website?**

When someone visits our [website](#) we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

### **Access to, updating, deleting and restricting use of your personal information**

The new General Data Protection Regulation May 2018 (GDPR) provides the following rights for individuals:

1. The right to be informed how Personal Data is processed
2. The right of access to their Personal Data
3. The right to rectification

4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

You have the right to access the personal data we hold for you, and to correct any errors. A subject access request refers to an individual's right to know what information is held about them and what processing is being carried out.

You have the right to withdraw consent at any time. You also have the right to erasure, meaning we will delete personal data we hold relating to you. In such situations, on the basis of Legitimate Interests (see section on Basis for Processing below), we would retain basic data to identify the individual solely for suppression purposes to prevent further unwanted processing.

Subject access requests, requests for erasure and requests for personal data rectification must all be completed by us within one month of the request date. No fee will be charged. These requests can be made by emailing [jeanettelacyscott@btinternet.com](mailto:jeanettelacyscott@btinternet.com)

Please bear in mind that if you refuse or withdraw your consent, this may affect our ability to provide services for your benefit.

You also have the right to lodge a complaint with a supervisory authority if you believe that the way we have processed your data is not in line with the Principles of the GDPR.

You are under no statutory or contractual requirement to provide us with personal data and there will be no legal consequences if you choose not to do so.

We do not use your data for automated decision making or profiling.

### **Basis for Processing Data**

#### Basis for processing: consent

New EU regulations, the General Data Protection Regulation ('GDPR') May 2018, require us to identify the lawful basis for processing personal data with all we communicate with. For some of our communications, the basis on which we process personal data (anything that could be used to identify an individual, including names and personal email addresses) is consent. This means asking people who are not members of the Sussex Law Society to explicitly opt-in to receiving communications from us. The regulations also ask us to be more specific about the communications we send you. From May 2018, we may be unable to contact you about our work including newsletters and information about courses and events, unless you have given us your consent.

We may use third parties to process your data. We will only process your data in the ways that you have consented to and will only use third parties that are GDPR compliant by May 2018. For our newsletter and information about the Sussex Law Society, our courses and events, we will collect your name and email address. We will transfer your contact information to MailChimp; store your contact information in our MailChimp account; send you marketing emails from our MailChimp account; and track interactions for email marketing purposes. If you consent to receive other communications from us, we may also store other personal data including information about your interactions with us and your role. This information may be provided by you, be publicly available or be communicated through our interactions with you. We will not share your details with any other third party for marketing purposes.

### Basis for processing: legitimate interests

New EU regulations, the General Data Protection Regulation ('GDPR'), require us to identify the lawful basis for processing personal data (which is anything that could be used to identify an individual, including names and email addresses) with all of those we communicate with.

We may process your personal data on the basis of legitimate interests. This means that we may process your personal information for carefully considered and specific purposes which are in our interests and enable us to enhance the services we provide, but which we believe also benefit those whose data we are processing. The purposes for which we process personal data include the following:

- Where the processing enables us to enhance, modify, personalise or otherwise improve the service we provide and our relationships with those we communicate with;
- To better understand how people interact with our website so we can improve the experience;
- Contacting those we have a relevant and appropriate relationship with for considered and specific purposes, including individual & corporate members of the Sussex Law Society and those nominated by firms/organisations to be the corporate membership contact person, suppliers, course speakers, sponsors and organisations with similar goals to our own.

We may use third parties to process your data. We will only process your data in ways that are justified by the legitimate interests and will only use third parties that are GDPR compliant by May 2018. For our newsletter and information about the Sussex Law Society, our courses and events, we will collect your name and email address. We will transfer your contact information to MailChimp; store your contact information in our MailChimp account; send you marketing emails from our MailChimp account; and track interactions for email marketing purposes.

We may also store other personal data including information about your interactions with us and your role. This information may be provided by you, be publicly available or be communicated through our interactions with you. We will not share your details with any other third party for marketing purposes.

### **Data Security**

We have implemented appropriate physical, technical and organisational measures designed to secure your information against accidental loss and unauthorised access, use, alteration or disclosure. In addition, we limit access to personal data to those agents, contractors and other third parties that have a legitimate business need for such access.

### **Changes to our Privacy Policy**

We reserve the right to update this privacy policy at any time, and any changes we make to our privacy policy will be posted on this page.

### **Contact us**

If you have any questions, comments or requests regarding this policy or how we use your personal data please contact [jeanettelacyscott@btinternet.com](mailto:jeanettelacyscott@btinternet.com). This is in addition to your right to contact the Information Commissioners Office if you are unsatisfied with our response to any issues you raise at <https://ico.org.uk/global/contact-us/>