

## Privacy Policy

Privacy Policy for Learning in Law

### Introduction

This notice sets out how Learning in Law holds, processes and treats personal data. Personal data is, briefly, information about a living individual which can identify them.

Special category data (formerly called sensitive personal data) is, briefly, personal data that is sensitive and must be treated with more care.

### Who we are

We are a formal committee governed by a constitution. Learning in Law is run primarily by volunteers from law firms who give their time for free for the benefit of Learning in Law.

You can contact us by email at [coordinator@learninginlaw.org.uk](mailto:coordinator@learninginlaw.org.uk) or by writing to Natasha Hampton-Street, the Learning in Law Co-ordinator, at Buckhaven, Arrow Lane, Hartley Wintney, Hants RG27 8LR.

### Who we share your personal data with

Learning in Law does not have any premises nor own its own computer equipment. We use cloud storage to hold membership and events lists (OneDrive) which are only accessed by the Learning in Law Co-ordinator and utilise Mailchimp to distribute emails to members and providers, details of which are drawn from the membership list held on OneDrive. We also hold our accounting data using FreeAgent. These third parties are based both within and outside of the UK and the EU.

Whenever we transfer your personal information outside of the UK and the EU, we ensure it receives additional protection as required by law. To keep this privacy policy as short and easy to understand as possible, we haven't set out the specific circumstances when each of these protection measures are used. You can contact us at [coordinator@learninginlaw.org.uk](mailto:coordinator@learninginlaw.org.uk) to find out more.

### What we collect

When you ask us to create or renew your account we collect your name, address, email address and telephone number as we have a **legitimate interest** to set you up as a member and manage your subscription benefits.

When you make a purchase from us we collect your name and payment details to **perform the contract** for services.

When you sign up to attend one of our events we will ask you for your name and contact details as we have a **legitimate interest** to contact you about our event. In relation to our events we may ask you for any dietary or accessibility requirements you might have, we collect this data as we have a **legitimate interest** to check the event meets your requirements. This information is considered special category personal data and we process it so that we can defend ourselves against any legal claims relating to allergic reactions or disability requirements.

When you provide us with feedback or recommendations we collect your name and email address as we have a **legitimate interest** to be able to respond to your feedback or recommendation and to show the source of the feedback or recommendation.

When you contact us: we will collect your name and contact details under our **legitimate interest** to make sure we can properly respond to your query.

We collect your name, contact details to provide you with information, including information about other services, that you may be interested in based on your interests and preferences. We do this because either (i) you have **consented** to receiving such information or (ii) it is in our **legitimate**

**business interests** to provide you with information about other services that are similar to those that you have expressed an interest in.

You can withdraw your consent or unsubscribe from our updates at any time by clicking the 'Unsubscribe from this list' link on any of our communications or by contacting our [Learning in Law Coordinator](#).

We may also anonymise your data for research purposes and we may commercialise this anonymised data, this data cannot be used to identify you and is therefore not personal data.

### **Data retention and destruction**

We will keep data only for so long as necessary.

Members' data – we will keep your name, address and email address for five years after your subscription has lapsed because in our experience, members often renew within that time frame.

Event data – we will keep personal data supplied for an event for a maximum of five years after the event. We will then delete all personal data related to bookings. Special category data will be deleted as soon as is reasonably practicable after each event takes place. Feedback after an event will also be deleted five years after the event.

External provider recommendations – it is valuable for members to have access to recommendations as knowledge sharing is key to Learning in Law. After a period of ten years of a recommendation being made, the recommendation, including personal details will be deleted.

### **Your rights under data protection law**

You have a suite of rights and protections under data protection laws, including the right to:

- ✓ **access** your personal data;
- ✓ **correct** incomplete or inaccurate data we hold about you;
- ✓ ask us to **erase** the personal data we hold about you;
- ✓ ask us to **restrict** our handling of your personal data;
- ✓ ask us to **transfer** your personal data to a third party;
- ✓ **object** to how we are using your personal data; and
- ✓ **withdraw** your consent to us handling your personal data.

Please keep in mind that privacy law can get complicated quickly, and these rights will not be available to you all of the time.

You also have the right to make a complaint to the Information Commissioner's Office (ICO). The ICO is the supervisory authority for data protection issues in England and Wales. If you are based elsewhere, you can find your relevant supervisory authority [here](#).

### **Cookies**

Like many websites, we set and use cookies to enhance your user experience, such as retaining your personal settings. Advertisements may appear on our website and, if so, may set and access cookies on your computer and is subject to the privacy policy of those parties providing the advertisement. However, the companies serving the advertising do not have access to our cookies. These companies usually use non-personally identifiable or anonymous codes to obtain information about your visits to our site.

This privacy policy was last updated on 27 May 2021.