

PRIVACY NOTICE

This privacy notice explains when and why we collect personal information about you, how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

1 WHAT IS PERSONAL DATA?

Personal data is any information that related to living individuals who can be identified or are identifiable from the information in question.

2 WHO WE ARE

Cambridge Junior Lawyers Division (**CJLD**) is the data controller in relation to the processing activities described below. This means that we decide why and how your personal information is processed.

3 HOW WE COLLECT INFORMATION ABOUT YOU

Personal data we collect: we collect personal data that you provide to us (such as name, user type (e.g. solicitor, trainee solicitor, law student, paralegal, non-member), your address, email address and phone number) when you use our website, our products or services, interact with us online, or by phone, email or otherwise, the categories of information that we collect about you are as follows:

Personal data we may receive from other sources: other sources, for example your employer or an employee may provide us with information about you when enrolling you for membership to the CJLD.

If you are submitting information to the CJLD about a fellow employee or on behalf on another person, you confirm that (i) it is true and correct and (ii) that you have ensured that you have obtained all necessary consents to provide such information to us, so that we can use it for the purposes and on the bases set out in this notice.

4 HOW WE PROCESS YOUR DATA

We use your personal data for the following purposes:

- to provide services to our members as junior lawyers;
- to ensure proper governance of the CJLD;
- to validate and maintain our membership register;
- to verify the accuracy of data that we hold about you;
- to create a better understanding of you as a member of the CJLD, a member of the public or as a customer of our services so we can customise the services we provide;
- to correspond or communicate with you as a member of the CJLD about our events or in relation to your membership;
- to raise public awareness of services offered by our members and to make that information easily accessible for the public;
- for the management of queries, complaints, or claims; and
- to advertise our activities (other than where we rely on your consent to contact you by email or text with information about our services or share your details with third parties to do the same, as explained below);.

Where necessary, we will use your personal information to **comply with our legal obligations**: (i) to assist any public authority or criminal investigation body as required; (ii) to identify you when you contact us; (iii) to verify the accuracy of data we hold about you; and/or (iv) to help us comply with equalities legislation in our recruitment practices; and/or (v) to comply with a request from you in connection with the exercise of your rights.

5 THE LEGAL BASIS FOR PROCESSING YOUR DATA

We process your personal data as set out above because it is necessary for us to pursue our **legitimate interests** as a society. We process your data in the ways that you would expect of a society such as the CJLD and you may withdraw your consent for us to use your information in any of these ways at any time.

Furthermore, we gain your explicit **consent** to process your data in the above ways when you sign up to be a member of the CJLD.

6 SHARING YOUR PERSONAL DATA

We keep your personal data confidential and will only be accessed by committee members in pursuing the legitimate interest of the CJLD in the ways set out above. We do not sell your personal data to any third party.

Occasionally, we may need to share your personal data with a supplier, a venue or other third party. Where this is required, we will gain your consent to share your data in this way.

7 HOW LONG WE KEEP YOUR PERSONAL INFORMATION

When we no longer required the personal data that you have provided to us, we will erase it from our systems. This will be 1 year from the date of our last communication with you or 1 year from the cessation of your membership of the CJLD.

8 SECURITY AND LINKS TO OTHER SITES

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted to our website and any transmission is at your own risk. Once we have received your personal information, we put in place reasonable and appropriate controls to ensure that it remains secure against accidental or unlawful destruction, loss, alteration, or unauthorised access.

Our website may contain links to other websites run by other organisations. This policy does not apply to those other websites so we encourage you to read their privacy statements.

9 YOUR RIGHTS

You have the following rights with respect to your personal data:

1. the right to request a copy of the personal data the CJLD holds about you;

2. the right to request the CJLD corrects any personal data that is found to be inaccurate or out of date;
3. the right to request your personal data is erased where it is no longer necessary for CJLD to retain such data;
4. the right to withdraw your consent to the processing at any time;
5. the right to request that CJLD provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
6. the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
7. the right to object to the processing of personal data, (where applicable); and
8. the right to lodge a complaint with the Information Commissioners Office. Please visit the ICO's website for further details: <https://ico.org.uk>.

10 **CHANGES TO THIS POLICY**

We may review this policy from time to time and any changes will be notified to you by posting an updated version on our website. We recommend you regularly check for changes and review this policy whenever you visit our website. If you do not agree with any aspect of the updated policy you must immediately notify us and cease using our services.

11 **CONTACT US**

Please direct any queries about this policy, or about **the way we process your personal information** or if you would like us to change the way we use your data or communicate with you, please email us at cambsjld@gmail.com