



Association of Women Solicitors London

Data protection privacy notice

This notice explains what personal data (information) the Association of Women Solicitors London (AWSL) will hold about you, how we collect it, and how we will use it. We are required to notify you of this information under data protection legislation. We keep our privacy policy under regular review and we will place any updates on our website (<http://awslondon.co.uk/>) and shall also notify our members and contacts via email of any changes.

Who collects the information

AWS London ('AWSL') is a 'data controller' and 'data processor' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

About the information we collect and hold

Appendix A to this document summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held on a password protected Excel database, encrypted hard drive and stored on secure external password protected website. For more information see Appendix A.

How long we keep your information

We keep the personal information that we obtain about you for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on the nature of your relationship with AWSL and the nature of the information concerned.

Further details on our approach to information retention and destruction are available in our Information Retention and Security policy.

Your rights to correct and access your information and to ask for it to be erased

Please contact **Elaine O'Connor**, who can be contacted awsldata@gmail.com if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask **Elaine O'Connor** for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. **Elaine O'Connor** will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that **Elaine O'Connor** can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Association of Women Solicitors London

Data protection privacy notice

Appendix A

What information we hold about you?

We collect and retain the following information about our members and contacts:

1. First name
2. Surname
3. Email Address
4. Whether or not your subscription fee is paid by standing order (members only)
5. Membership status
6. Firm name
7. Job description
8. Address
9. DX address
10. Personal telephone number
11. Work telephone number
12. We may include photographs and sound and video recordings on our website which may include your image and voice

How is this information held?

The above information is stored on an encrypted Microsoft Excel and Microsoft Outlook databases. These databased are kept on an encrypted AWSL owned laptop and external hard drive.

The laptop is stored externally in a secure location.

The external hard drive is stored externally in a secure location.

In addition to the Microsoft Excel and Microsoft Outlook databases, individuals who subscribe to our newsletter through our website (<http://awslondon.co.uk/>) have their information stored on our password protected Mailchimp database.

Any individual who is emailed through our G-mail account may also have their email address, first name and surname details stored on our password protected G-mail account.

Photographs and sound and video recordings are stored on our secure website, the encrypted AWSL owned laptop and the securely stored external hard drive.

Why do we hold this information?

We retain the above information about you in order that we may contact you about AWSL events and share records of our events on our website to promote the organisation.

How is my information used?

Information is used in order that we may contact you about AWSL events and news. Additionally, membership information is used for internal statistical analysis in order to track membership numbers on an annual basis and member ship composition (i.e. solicitors, partners, legal executives, students etc.). Photographs and sound and video recordings may be used to record past events on our website in order to promote future events. Photographs and sound and video recordings may be shared on social media sites such as LinkedIn

and Twitter. Please contact Elaine O'Connor, who can be contacted at awsldata@gmail.com if you object to your image or sound and video recordings of you being included on our website.

If you are not a member of AWSL but want to receive information about our events and news, we will obtain your consent to receive such communications using the information in numbers 1,2,3,8,9, 10 and 11 above. This is the lawful basis under which we are processing your personal data. If you ever want to opt out of these communications, please email awsldata@gmail.com and your name will be removed from the mailing list.

If you are not a member of AWSL and attend our events, you may be photographed or your image or voice recorded in order that we can promote our events on our website and in our newsletter. This may also be placed on social media sites such as LinkedIn and Twitter. We will obtain your consent to process this personal data. If you ever want to remove any image or voice recording from our website, please email awsldata@gmail.com.

With whom is my information shared?

Your information is shared with the AWSL committee. Photographs and sound and video recordings may be shared on our website which is publicly available. Photographs and sound and video recordings may be shared on social media sites such as LinkedIn and Twitter. Please contact Elaine O'Connor, who can be contacted at awsldata@gmail.com if you object to your image or sound and video recordings of you being included in photographs on our website.

We will share your personal information such as your name and firm with venues and third-party organisations or individuals that host and/or organise our events. Our lawful basis for sharing this information is that it is necessary in order for us to enter into a contract between for you to attend an event. In addition, there is a lawful basis in that it is necessary for the venue to have a list of attendees for the purposes of compliance with Health & Safety legislation. By booking to attend an event, you agree that your personal information may be shared in this way.