



Privacy Notice for The Faculty of Advocates & Faculty Services Ltd

The Faculty of Advocates (“the Faculty”) and its service company Faculty Services Ltd (“the Company”) take very seriously the obligations imposed on us by the General Data Protection Regulation. We are determined to do nothing that would infringe your rights or undermine your trust. This Privacy Notice describes the information we collect about you, how it is used and shared, and your rights regarding it.

Data Controller

The Faculty and the Company are registered with the Information Commissioner’s Office (ICO) as Data Controllers for the personal data that we hold and process. Our registered address is Advocates Library, Parliament House, Edinburgh EH1 1RF, the registration number for the Faculty is Z5368829, the registration number for the Company is Z542462X and our Data Protection Officer (DPO) is Iain Reid, the Faculty’s Chief Executive Officer. Our Data Protection Officer can be contacted at DeansSecretariat@Advocates.org.uk.

Data Collection

The vast majority of the information that we hold about you is provided to us by yourself when you seek to use our services. We will tell you why we need the information and how we will use it.

Our Lawful Basis for processing your information

The General Data Protection Regulation (GDPR) requires all organisations that process personal data to have a Lawful Basis for doing so. The Lawful Bases identified in the GDPR are:

- Consent of the data subject
- Performance of a contract with the data subject or to take steps to enter into a

contract

- Compliance with a legal obligation
- To protect the vital interests of a data subject or another person
- Performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- The legitimate interests of ourselves, or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Examples of legitimate interests include:

- Where the data subject is a client or in the service of the controller;
- Transmission within a group of undertakings for internal administrative purposes;
- Processing necessary to ensure network and information security, including preventing unauthorised access;
- Processing for direct marketing purposes, or to prevent fraud; and
- Reporting possible criminal acts or threats to public security.

Our Lawful Basis is Legitimate Interest and our Legitimate Interest is the provision of services requested by you and the fulfilment of our role as an employer.

We use your information to:

- Provide goods, services, quotations, and information,
- Process or support payments for goods and services;
- Carry out our role as an employer;
- Maintain the safety, security and integrity of our services;
- Direct your enquiries to the appropriate support staff;
- Investigate and address your concerns;
- Communicate with you about products, services, promotions, studies, surveys, news, updates and events;
- Make statutory returns as required by HMRC

We do not use automated decision-making in the processing of your personal data.

We collect and process both personal data and special categories of personal data as defined in the GDPR. This includes:

Supplier data

- Name;
- Email;
- Phone number;
- Address;
- Payment or bank details;
- Device IP address;

Client Data

Any personal data relating to cases that we take on through our Criminal Appeals Unit including but not limited to:

- Name
- Address
- Date of birth
- Previous criminal convictions
- Social work reports

Employee Data

- Name;
- Email;
- Phone number(s);
- Address;
- Payment or bank details;
- Gender
- Date of birth;
- Tax code
- Family, emergency contact & next-of-kin details
- Recruitment details such as application forms, cvs and references
- Copies of identification documents such as passports or driving licences

- Information relating to contracts of employment such as start dates, hours of work, remuneration, holiday entitlement
- Information relating to disciplinary and grievance investigations and proceedings
- Training records
- Information relating to performance at work
- Electronic information in relations to IT and telephone systems
- Images on video, photograph or CCTV

We may share your personal data with:

- Delivery partners, for example our payroll service providers, pension providers etc
- Our business partners;
- Our legal advisors in the event of a dispute or other legal matter;
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations;
- Any other party where we ask you and you consent to the sharing.

Transfers to third countries and international organisations

We do not transfer any personal data to third countries or international organisations unless you specifically request us to do so.

We retain your personal data while you remain a client, supplier or employee, unless you ask us to delete it. Our Retention and Disposal Policy (copy available on request) details how long we hold data for and how we dispose of it when it no longer needs to be held. We will delete or anonymise your information at your request unless:

- There is an unresolved issue, such as claim or dispute;
- We are legally required to hold the data in its current form; or
- There are overriding legitimate business interests, including but not limited to fraud prevention and protecting customers' safety and security.

Your Rights

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask us to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more information from the ICO's website [http://ico.org.uk/for the public/personal information](http://ico.org.uk/for-the-public/personal-information) and this is the organisation that you can complain to if you are unhappy with how we deal with you.

Accessing and Correcting Your Information

You may request access to, correction of, or a copy of your information by contacting us at DeansSecretariat@Advocates.org.uk.

Marketing Opt-Outs

You may opt out of receiving emails and other messages from our organisation by following the instructions in those messages.

Cookies

Cookies are small files that are stored in your web browser when you visit some websites. The files enable a web server to identify users and track web browsers. The Faculty's main website uses cookies in order to:

- Obtain statistics about how the site is being used (using Google Analytics)
- Remember logged in user preferences

We will occasionally update our Privacy Notice. When we make significant changes, we will notify you of these by email. We will also publish the updated Notice on our website.