



Faculty of Advocates and Faculty Services Ltd. Privacy Notice

About Us

The Faculty of Advocates (“the Faculty”) and its service company, Faculty Services Ltd (“FSL”), are committed to protecting your personal data and respecting your privacy.

This Privacy Notices explains:

- What information we collect about you,
- How we use and share your personal data,
- Your rights and how to exercise them.

This notice applies to clients, suppliers, employees, job applicants, website users, and others whose data we process.

For the purposes of data protection legislation, including the UK General Data Protection Regulation (“UK GDPR”) and the Data Protection Act 2018, the Faculty and the Company are **data controllers**. Under the GDPR a data controller is the person who determines the purpose and means of processing personal data, and what personal data will be held.

Our registered address is Advocates Library, Parliament House, Edinburgh EH1 1RF.

ICO registration numbers:

- Faculty of Advocates: Z5368829
- Faculty Services Ltd: Z542462X

Data Protection Officer

We have appointed a Data Protection Officer (DPO) who has responsibility for overseeing compliance with data protection law. Our DPO is Fiona Barr. Should you wish to contact her, you may do so via email at facultycompliance@Advocates.org.uk, by telephone on 0131 260 5805, or by post at the below address:

Fiona Barr
CEO
The Faculty of Advocates
Parliament Square
Edinburgh
EH1 1RF

Personal Data We Collect

Most 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.

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

This may include special category data.

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

Children's Data

We may process information about children where it is necessary, for example handling a complaint, enquiry, or investigation. Where required by law, parental or guardian consent will be obtained.

Lawful Basis For Processing

Under GDPR, we need a legal reason—called a lawful basis—to process your personal data. We only do this when the law allows it. The reason depends on the situation and may include:



- **Your consent** – when you agree to us using your data.
- **A contract** – when we need your data to provide services or take steps before an agreement.
- **Legal obligation** – when the law requires us to process your data.
- **Vital interests** – to protect someone’s life or safety.
- **Public interest or official authority** – when we carry out tasks for the public good.

For sensitive data or criminal records, we may also rely on:

- Employment law requirements.
- Legal claims (to establish, exercise, or defend them).
- Reasons of substantial public interest.
- Your explicit consent (where needed).

How We Use Your Personal Data

We may use your personal data to:

- Provide goods, services, quotes, and information.
- Process payments for goods and services.
- Manage our role as an employer.
- Keep our services safe and secure.
- Respond to questions and complaints.
- Share updates about products, services, surveys, news, or events.
- Make required reports to HMRC.

We do not use automated decision-making when processing your data.

Sharing Your Personal Data

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 as required by law:
- Any other party where we ask you and you consent to the sharing.

International Transfers

We do not transfer any personal data to third countries or international organisations, unless you specifically request us to do so. We require all third parties to process your data in accordance with GDPR.

Data Retention

We retain personal data only for as long as it is necessary to fulfil the purpose for which it was collected, or as required by applicable law. This will typically be for the duration of your relationship with us as a client, supplier, or employee, and for an appropriate period afterwards where required.



We take appropriate steps to ensure that personal data is securely deleted or anonymised once it is no longer needed.

You may request deletion or anonymisation of your personal data, subject to the following circumstances:

- where there is an unresolved matter, such as a claim, complaint, or dispute;
- where we are legally required to retain the data; or
- where there are overriding legitimate business interests, including but not limited to fraud prevention and the protection of customer safety and security

Your Rights

Under GDPR, you have the following rights regarding your personal data:

- **Right to Access:** Ask for a copy of your personal data.
- **Right to Rectification:** Correct any inaccurate or incomplete data.
- **Right to Erasure:** Ask to delete your personal data where lawful.
- **Right to Restriction:** Ask us to limit the processing of your personal data.
- **Right to Data Portability:** Get your personal data in a format you can use or share.
- **Right to Object:** Object to the processing of your personal data in certain circumstances.
- **Right not to be subject to automated decision-making:** Stop decisions based solely on automated processing, including profiling.

You may make a Data Subject Access Request to access, correct, or receive a copy of your personal data by contacting us at facultycompliance@Advocates.org.uk. For more information, please refer to our [Data Subject Access Request Policy](#).

Complaints

If you are dissatisfied with how we handle your personal data, you may raise a complaint with us. Our approach to managing data protection complaints is set out on our website which explains how concerns are considered, investigated, and responded to.

Information on how to submit a data protection complaint, including access to our complaint submission form, is available here: [Raising a Data Protection Concern](#).

If you're still not satisfied, you can complain to the Information Commissioner's Office (ICO) for guidance or to make a formal complaint: [Information Commissioner's Office - Make a complaint](#)

Marketing Communications

You may opt out of receiving emails and other messages from us 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 to:



- Collect statistics about how the site is being used (using Google Analytics)
- Remember your preferences when you log in

Where required, you will be given the option to accept or manage the use of non-essential cookies through our website.

Changes to The Privacy Notice

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 Privacy Notice on our website.