The Newcastle and North of England Law Society Website Privacy Policy

For the purposes of data protection legislation, The Newcastle and North of England Law Society, c/o Ward Hadaway LLP, Sandgate House, 102 Quayside, Newcastle upon Tyne NE1 3DX is the data controller. Our telephone number is 0191 2325654

The Newcastle and North of England Law Society is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you will be processed.

We may collect and process this data about you:

1. You may give us information by filling in forms or by corresponding with us by letter, email or otherwise and in telephone conversations. This includes the information you provide when you apply to become a member of The Newcastle and North of England Law Society, attend any seminars or training, meetings, events, or take part in competitions, promotions and surveys. The information may include your name, address, email address, telephone number, biographical details, financial details, employment and education details, goods and services supplied and ordered, business activities of the person whose details are processed, details of complaints incidents and grievances, photographs and visual images. We may hold data about the following people: members and supporters, suppliers, service providers, professional advisers, consultants, sponsors, students, prize applicants, enquirers, job applicants, MPs and Peers and the Media.
2. Where members have applied for an entry in our Find a Solicitor Search Facility we include the name and address of the firm, telephone number and the email contact address provided by the member for this purpose together with a link to the firm's website.
3. Our website, like most others, uses cookies.
    - A cookie is a file containing text data that is set by a web browser and stored locally on your computer, typically at the behest of the site you are visiting. This data is then sent to the site's server alongside every request that your browser sends to that site. Cookies are typically used to allow a website to maintain recognition of a site user as they browse between the pages of the site. Cookies do not typically carry any personal information nor information that can be used to identify an individual, however they can be used to track users' progress as they browse the site and internet.
    - Any cookies that our website may deploy are used entirely for the purposes of improving the experience of site users, site security, and to allow us to understand the way in which users interact with our website so that we may seek to further improve the experience.
    - We do not deploy any cookies that personally identify users of our site. However in certain circumstances, such as when completing a form on the site, data may be generated that if analysed may allow a cookie to be used to identify a specific person. We will not perform any such analysis unless required to do so in order to comply with an order from the relevant legal authorities.
    - Any cookies that we deploy function only when you are visiting our site. We do not deploy any cookies that may be used to track your browsing progress after you have left our site.
    - If you do not wish to have stored on your computer cookies that may be generated by this website then please cease your use of the site and close any browser windows that display the site.
4. With regard to each of your visits to our site we may automatically collect the following information…:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your browser type and version, time zone setting, browser plug-in types and versions, operating system and platform;
- information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); content you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.

We may use this information…:

- to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of our service, when you choose to do so;
- as part of our efforts to keep our site safe and secure;
- to measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- to make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them.

5. **We use the information you provide…**:
   - to carry out our obligations arising from any contracts entered into between us and to provide you with information about products and services that you request from us;
   - to provide you with information about other goods and services that we offer that are similar to those you have already purchased or enquired about;
   - to provide you with information about goods or services which we feel may interest you;
   - to notify you about changes to our service;
   - to ensure content from our site is presented in the most effective manner for you and your computer.
6. **The basis on which we process your personal data is one or more of the following**:
   - It is necessary for us to carry our obligations arising from contracts between us including the delivery of our services to you.
   - It is necessary for us to comply with any legal obligations.
   - It is in our legitimate interests to do so.
   - You have given us your consent (which can be withdrawn by contacting us at any time).
   - We will keep your information throughout the period of time that we communicate with you and afterwards for a period of up to seven years.
7. **Information we receive from other sources**
   - We may combine this information with information you give to us and information we collect about you. We may use this information and the combined information for the purposes set out above. By way of example, we collect data from the following: a place of study, law firms, The Law Society, Solicitors Regulation Authority and Universities. This list is not exhaustive.

8. **Disclosure of information**

   i) Where we use third parties to manage our online activity including website and email or to maintain our systems, your information may be processed by those providers to the extent strictly necessary for them to provide their services and not for their own purposes.

   ii) We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce our terms of use and other agreements, or to protect the rights, property or safety of Newcastle and North of England Law Society, our members or others. This might include exchanging information with other companies for the purposes of fraud prevention.

9. **Transfer of information**

   It may sometimes be necessary to transfer personal information overseas. When this is needed, information is only shared within the European Economic Area. Any transfers made will be in full compliance with all aspects of the data protection legislation.

10. You have the right to ask us not to process your personal data for marketing purposes. You can exercise your right at any time by writing to mail@newcastlelawsociety.co.uk. We usually inform you before collecting your data if we intend to use your data for such purposes. **Additionally, if we intend to disclose your data to third parties for marketing purposes (for example to course providers or speakers) you will be asked to give your specific consent first for example by consenting in the appropriate place on seminar booking forms.**

11. You have the right to access information held about you. We can be contacted on mail@newcastlelawsociety.co.uk or by writing to the address given above.

12. Changes to our Privacy Policy will be posted to the URL of this document. If you have an enquiry or concern please contact us using the methods outlined above.

13. Our site may contain links to and from websites of our sponsors, advertisers and partner networks. If you follow a link to any of these websites, please be aware that these websites will have their own privacy policies which you should check before submitting data to these sites.

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