

Leeds Junior Lawyers Division Privacy and Cookies Policy

Policy version: April 2022

Leeds Junior Lawyers Division (“Leeds JLD”/“we”/“us”) is an unincorporated not-for-profit organisation committed to promoting the interests of, and delivering a variety of social, educational and networking events to junior solicitors, barristers, trainee solicitors, paralegals, legal executives, trainee legal executives, legal apprentices and law students in Leeds city centre and the surrounding Leeds region. The Leeds JLD are constituted by a member-elected committee, details of whom can be found on our website.

We are the controller of personal data obtained via our website, when you contact and engage with us through any means, when you subscribe to our mailing list, when you register for and/or attend our events and if you become a member of the Leeds JLD.

We collect, use and are responsible for certain personal data about you. When we do so we are subject to the UK General Data Protection Regulation (**UK GDPR**).

What personal data we collect about you and how we use it

1. [Website visitors \(https://www.leedsjld.com/\)](https://www.leedsjld.com/)

We may collect and process personal data about our website visitors in the following circumstances:

- When you complete forms on our website. This includes if you register to become a Leeds JLD member or sign-up to one of our events, or subscribe to our mailing list to receive news, updates and blogs on past and future events. It also includes when you send enquiries through our website about the Leeds JLD or our events.
- When you disclose your information to us through our website. This may include situations when you report an issue with our website or you provide comments and feedback about an event through our website.
- We may collect information about your device, including your Internet Protocol (IP) address, for reasons of fraud prevention. We may also collect information about your device’s operating system and browser type for system administration purposes. This data alone cannot be used to identify any individual and is used for statistical and analytical purposes only to determine browsing patterns and webpage visits.
- We collect cookies on our website. The use of cookies help us to provide you with a good browsing experience when you peruse our website and allows us to improve our website based on the data. Please see the "Cookies" section below for further information about this and your rights in relation to the same.

Our website may contain links to external third-party websites, for example on our Membership Perks page or social media platforms. We neither have control over nor are we responsible for the content or mechanisms used to obtain personal data by other websites. You should carefully read the privacy policy of each website you visit to satisfy yourself that you are happy with the ways in which they may process your personal data.

We do not have access to the personal data which you provide directly to a third-party company (e.g. a ‘Membership Perks’ third-party company or social media platform). Therefore, you should satisfy yourself with the third-party company’s privacy policies and processes; as our privacy policy is not applicable.

2. Information you provide to us

We may collect and process personal data about you whenever you contact us through any means (including in-person, via email, over the telephone or through a social media platform). Typically, you will provide your personal data to us directly in the following ways:

- Signing up for a Leeds JLD membership (either for yourself or on behalf of another with the individual's consent i.e. firm 'bulk' subscriptions)
- Registering to attend one of our events (either at a cost or for free)
- Attending one of our events (including a sponsored event)
- Sponsoring or hosting one of our events
- Applying to join the Leeds JLD committee
- Supplying us with a product or service in connection with delivering and/or hosting one of our events
- Using and browsing our website including contacting us through our website or via email
- Contacting or engaging with us through a social media platform (e.g. Facebook, Twitter, LinkedIn or Instagram)
- Contacting or engaging with us through any other means, including in-person, over the telephone or over email with a committee member
- Signing up to our Leeds JLD mailing list

The personal data which we will usually collect from you, in relation to one or more of the above ways, will often include the following:

- Full name and identification information including title, job title, firm/company, firm/company address, university/education details (if a student) and how many years qualified (for the purpose of determining membership cost);
- Contact information such as postal address, email address (personal and/or professional) and telephone number
- Payment and bank details including sort code and account number (e.g. if you pay for your membership or an event/raffle ticket personally, and in the case of processing refunds)
- Social media account information and content (i.e. if you engage with us through a social media platform)
- Your attendances at previous Leeds JLD events
- Any feedback you provide about one of our events / the Leeds JLD

We may collect your personal data from third party sources when you have given your consent to them. Most often this will be the firm/company which you work for when/if they pay for your Leeds JLD membership or pay for your attendance at an event as part of a 'bulk' order.

We do not knowingly collect personal data about children (aged under 18) either through our website or by any other means. Our website is not intended to be used by children nor do we allow children to attend our events or to become a member.

If you do not provide personal data we ask for where it is required, it may not be possible for you to obtain a Leeds JLD membership or to attend one of our events.

How and why we use your personal data

We can only use your personal data if we have a lawful reason to do so. This section sets out how and why we use your personal data and what lawful basis we are relying on enabling us to do so.

Delivering our events and managing our memberships

We will use the personal data of those who sign-up as members of the Leeds JLD and those who register and/or attend our organised events. We need to process this personal data to:

- Administer and manage memberships
- Administer and process event tickets and order details
- Manage and record the details of attendees at our events
- Organise and deliver our events for attendees safely

We process the personal data of our members and event attendees (whether members or not) on the basis of performing a contract once a membership has been administered or once a person signs up to attend an event (either at a cost or for free). We also process this data on the secondary lawful basis of it being in the legitimate interests of us and third parties such as our members, event venue hosts and our sponsors, to host and deliver safe, well-run events.

The Leeds JLD committee (between themselves) and third-party suppliers regularly communicate through email. The Leeds JLD committee delete emails containing personal data on a regular basis when it is no longer required. See 'How long your personal data will be kept' for further information.

We manage our internal affairs (e.g. meeting minutes, accounts, policies and insurance etc) as well as our memberships and event registration/attendance details by provision of a shared drive hosted by a third-party (Google). Access to our Google account is password restricted to current committee members only. We have set up a 2 step verification process where any attempted sign-in by a new device requires a verification code from a single committee phone number. No third-party access is permitted to this account, nor any personal data contained therein. We process personal data in this way on the same lawful bases and for the same purposes as described above. We have satisfied ourselves with Google's privacy measures. For further information about Google's privacy measures, visit: <https://policies.google.com/privacy?gl=GB&hl=en-GB>

We may take photographs of event attendees and publish such photographs on our website and/or social media platforms. Any such photographs may be subsequently shared by third parties over which we have no control. By attending an event organised by us (either solely by us or a joint event with another organisation i.e. an organisation who is sponsoring the event), you are consenting to your photograph being taken and posted in the public domain (i.e. on the internet / social media). If you do not want to have your photograph taken and published on our website and/or posted on our social media platforms, please make the committee member in charge of the event aware before the event takes place (preferably by email or in-person before the event starts), or alternatively please email leedsjld@outlook.com informing them that you do not consent to being photographed. Any subsequent withdrawal of your consent to being photographed and it being published on our website / on social media after the event does not negate the legitimacy of your original consent.

Updating you about our past and future events and committee news (including marketing)

We will process the personal data of our members and those who subscribe to our mailing list (either through our website or through another means) to tell you, usually by way of email, about our past and upcoming Leeds JLD events. This is done on the basis of fulfilling a contract with our members and those who subscribe to our mailing list to update them on recent past events, committee news and blogs and to promote our events and for them to attend with the primary purpose of socialising and networking with their peers to develop new relationships, which is what the Leeds JLD is all about.

As a committee, we hold elections each year to vote and welcome in new committee members. As part of our mailshot emails, we will advertise available committee roles for our members to apply for. Such

roles will usually be advertised within the space of a few weeks before our elections take place. This is done in our legitimate interests, and those of our members, to advertise available roles and to democratically vote for new dedicated committee members.

By signing-up for membership (either on your own behalf or if your firm/company signed you up on your behalf, with your consent), you are consenting to us sending you our marketing mailshots about the Leeds JLD and our events. Likewise, if you subscribe to our mailing list, you are consenting to us sending mailshots to your email. Those who have subscribed to our mailing list (including our members) can unsubscribe at any time by clicking the 'unsubscribe' link at the bottom of each mailshot email. Alternatively, they can email leedsjld@outlook.com at any time to unsubscribe. Although to do so, it is likely they will miss out on news about upcoming events.

We may share your information with third parties where you have provided us with your consent such as with educational organisations (such as Universities), professional bodies (such as the Law Society) or other Junior Lawyer's Division groups and recruiters. You can opt-out of receiving any third party correspondence by contacting the third party directly, or by contacting us.

We will not share or sell your personal data to a third party for marketing purposes without your prior consent.

Making contact with you

We will use your personal data to contact and engage with you (including that of our members, event attendees, venue organisations, sponsors, charities, suppliers and any third parties who we use to organise and deliver our services and events for our members/event attendees). We will also use your personal data to address any queries, feedback of complaints you may have about the Leeds JLD or one of our events. This is done in our legitimate interests and those of our members/event attendees to deliver safe, well-run events.

Other reasons

In rare circumstances, we may use your personal information for the purpose of meeting our legal obligations or to detect and prevent fraud or money-laundering. For example, we may ask you to verify your identity or to confirm your bank details before a payment is processed.

Please note that we will only process your personal information without your knowledge or consent if it is strictly required or permitted by applicable law.

Who we share your personal data with

We routinely share the personal data of our members and those who register and/or attend our events with:

- third parties we use to help deliver our events and process ticket orders, e.g. payment service providers (only for occasions when we do not process payments ourselves), event venue organisations and courier companies (if we need to deliver goods to you) and event sponsors so they know who they are sponsoring.
- other third parties we use to help us run the Leeds JLD and store details about our affairs and events (e.g. our third-party shared drive, Google) and the Leeds JLD website and our mailshots, e.g. our website host Wix and Mailchimp as our email marketing platform.

In extremely rare circumstances, we may be required to disclose your personal data to third parties where this is required by law, or in order to comply with law enforcement agencies requests or court orders.

We only allow third party organisations to handle your personal data if we are satisfied they take appropriate measures to protect your personal data.

How long your personal data will be kept

We will not keep your personal data for longer than we need it for the purpose for which it was collected.

When you become a Leeds JLD member, we will process and retain your personal data for at least as long as your membership period which includes sending our mailshots as part of your membership to promote our events. We keep under review the subscribed email addresses (including those of past members) activity with our mailshots and delete inactive email addresses (email addresses which do not open/engage with our mailshots) from our records after a reasonable length of time has passed (usually 3 years) (or until such a time when the email address opts-out). If you separately subscribe to our mailing list, we will continue to process and retain your personal data for the purpose of sending news updates and details about past and upcoming events until such a time you unsubscribe from it. If you subscribe to our mailing list but do not open/engage with our mailshots, we will delete your email address from our records after a reasonable length of time has passed (usually 3 years). You can opt-out at any time (as detailed above).

We will retain the professional contact details of our event sponsors, charities, event venue organisations and third party suppliers whilst we continue to work with and engage with them indefinitely but will update these records as and when required.

In all other circumstances, we will retain your personal data for no longer than 3 years after our last communication with you or after the expiry of a contract.

Security of your personal data

We will take reasonable measures to ensure that your personal data is treated securely and in accordance with this policy, including information provided to us via our website. Any personal bank details which are provided to us are kept confidential and secure with limited authorised access only to those absolutely necessary.

Unfortunately, the transmission of information via the internet is not completely secure.

Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use security features to try prevent unauthorised access such as limited personnel access to our general email inbox and Google shared drive.

All information you provide to us is stored on third party secure servers in the UK and is not transferred outside the UK except possibly for our Google shared drive, details of which can be found here: <https://policies.google.com/privacy/frameworks?gl=GB&hl=en-GB>

Cookies

A cookie is a small text file which is placed onto your device (eg computer, smartphone or other electronic device) when you use our website. We use cookies on our website. These help us recognise you and your device and store some information about your preferences or past actions. We use the following cookies:

Strictly necessary cookies: These are cookies that are required for the operation and security of our website.

Analytical/performance cookies: They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to consider improvements to our website by ensuring that website visitors can navigate around our website easily.

Functionality cookies: These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

Preferential cookies: These are cookies that are used exclusively for anonymous statistical purposes (Anonymous Analytics Cookies), that are placed on a first-party domain, and that do not allow identification of particular individuals.

You can find more information about the individual cookies we use and the purposes for which we use them in the table below:

Cookie name	Type and purpose	Expiration
hs	Strictly necessary - third party cookie set by our website host Wix for the function and security of our website.	Session - expires once you leave/close down our website.
XSRF-TOKEN	Strictly necessary - third party cookie set by Wix for the function and security of our website.	Session - expires once you leave/close down our website.
ssr-caching	Strictly necessary - third party cookie set by Wix to indicate how our website rendered.	1 minute after you first enter our website.
bsession	Strictly necessary - third party cookie set by Wix for the function and security of our website.	30 minutes after you first enter our website.
svSession	Strictly necessary - third party cookie set by Wix to identify unique visitors and track a visitor's session on a site.	2 years after you first enter our website.
mailmunch_second_pageview	Preferential third party cookie set by email marketing platform MailMunch when you subscribe to our mailing list through our website.	1 year after you subscribe to our mailing list through our website.
_mailmunch_visitor_id	Preferential third party cookie set by email marketing platform MailMunch when you subscribe to	1 year after you subscribe to our mailing list through our website.

	our mailing list through our website.	
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Please note that third parties such as Google, Wix or Mailchimp who we use in connection with running the Leeds JLS, our website and mailshot subscription list may also use other cookies, over which we have no control. Please refer to their own privacy policies for further information.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

Your rights

You generally have the following rights, which you can usually exercise free of charge:

Access to a copy of your personal data	The right to be provided with a copy of your personal data A more detailed explanation of this right under UK law is available here
Correction (also known as rectification)	The right to require us to correct any mistakes in your personal data A more detailed explanation of this right under UK law is available here
Erasure (also known as the right to be forgotten)	The right to require us to delete your personal data—in certain situations A more detailed explanation of this right under UK law is available here
Restriction of use	The right to require us to restrict use of your personal data in certain circumstances, e.g. if you contest the accuracy of the data A more detailed explanation of this right under UK law is available here
Data portability	The right to receive the personal data you provided to us, in a structured, commonly used and machine-readable format and/or transmit that data to a third party—in certain situations A more detailed explanation of this right under UK law is available here
To object to use	The right to object:

	<p>—at any time to your personal data being used for direct marketing (by our mailshots)</p> <p>—in certain other situations to our continued use of your personal data, e.g. where we use your personal data for our legitimate interests unless there are compelling legitimate grounds for the processing to continue or the processing is required for the establishment, exercise or defence of legal claims</p> <p>A more detailed explanation of this right under UK law is available here</p>
Not to be subject to decisions without human involvement	<p>The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you</p> <p>We do not make any such decisions based on data collected by our website</p> <p>A more detailed explanation of this right under UK law is available here</p>
The right to withdraw consents	<p>If you have provided us with consent to use your personal data you have a right to withdraw that consent easily at any time</p> <p>You may withdraw consent/s by contacting us on our details below</p> <p>Withdrawing a consent will not affect the lawfulness of our use of your personal data in reliance on that consent before it was withdrawn</p>

For further information on each of those rights, including the circumstances in which they do and do not apply, please contact us (see '**How to contact us**' below).

If you would like to exercise any of those rights, please email or write to us—see below: '**How to contact us**'. When contacting us please:

- provide enough information to identify yourself and any additional identity information we may reasonably request from you, and
- let us know which right(s) you want to exercise and the information to which your request relates

How to complain

Please contact us if you have any queries or concerns about our use of your personal data (see below '**How to contact us**'). We hope we will be able to resolve any issues you may have.

You also have the right to lodge a complaint with the Information Commissioner Office (ICO). The ICO may be contacted using the details at <https://ico.org.uk/make-a-complaint> or by telephone: 0303 123 1113. However, we would appreciate it if you would allow us to address your queries in the first instance.

Changes to this privacy policy

We may change this privacy policy from time to time—please regularly check this privacy policy for any changes made.

How to contact us

If your enquiry is about an event or the Leeds JLD in general, please visit our website for current committee members and email the relevant committee member with your enquiry. You may also email our general inbox at leedsjld@outlook.com

For data protection related queries or to request to exercise any of your data protection rights, please contact Leeds JLD committee member:

Harvey Blake
Gordons LLP
Riverside West
Whitehall Road
LS1 4AW
E: Harvey.Blake@gordonsllp.com
T: 0113 227 0390