



## **Law Society of Ireland**

### **Privacy Statement for Contributors**

We are the Law Society of Ireland of Blackhall Place, Dublin 7, Ireland (the “Law Society” “we”, “us”, “our”). We are the educational, representative and regulatory body of the solicitors’ profession in Ireland.

We take our responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation such as the Data Protection Act 2018 very seriously. The purpose of this notice is to inform you of the data relating to you that we may collect and use in connection with your contribution to the Law Society Education Department, including as a lecturer, tutor or examiner and the uses (including disclosures to third parties) we may make of such data.

The Law Society is the controller of this personal data. If you have any questions about our use of your personal data, please contact us at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie)

#### **Personal data that we collect and process**

We will collect and process personal data relating to you in connection with your contribution to the Law Society Education Department. This personal data may include:

- Your name, personal and contact details, including your address, email address and telephone number(s);
- Your date of birth;
- PPS number;
- Where relevant, your PRSI class;
- Educational or employment background and details of current and former positions, CVs and references;
- Your financial details including details about your bank account and tax affairs;
- Any other personal information you have provided directly to us.

#### **Where we collect your personal data**

- The majority of the data we process comes from yourselves as contributors to the Law Society Education Department;
- In certain circumstances, with your permission we may seek information from your referees.

#### **Purposes of Processing and Legal Basis**

We will use personal data relating to you for the purposes of:

- assessing your suitability as a contributor to the Law Society Education Centre;
- registering you as a contributor to the Law Society Education Centre;
- contacting you in relation to your contribution to the Law Society Education Centre;
- paying you for your contribution to the Law Society Education Centre;

- administering courses provided by the Law Society (including Final Examinations, Professional Practice Courses, Diplomas, Law Society Professional Training and others);
- complying with our legal and regulatory obligations.

The legal bases on which we collect, process and transfer your information in the manner described above are:

- that it is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract;
- our legitimate interests in regulating the solicitors' profession in Ireland and ensuring the proper management and functioning of the Law Society. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms;
- that this is necessary for compliance with a legal or regulatory obligation that applies to us.

### **Recipients of Data**

We may disclose your personal data to other organisation in connection with the above purposes, including:

- to third parties who we engage to provide services or benefits to us or to you, such as professional advisers, auditors, insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law;
- participants in courses provided by the Law Society (including Final Examinations, Professional Practice Courses, Diplomas, Law Society Professional Training and others).

### **Requirement to Provide Data**

You are not under a statutory or contractual duty to provide us with any personal data. However, there are some pieces of information, such as your name and address, which you must provide to us so that we can register you as a contributor to the Law Society Education Centre. If you do not provide us with this information, we may not be able to register you as a contributor to the Law Society Education Centre and pay you for your contribution.

### **Data Storage and Security**

Your data is stored securely on Law Society or trusted partners servers with the data encrypted at rest. The Law Society applies adequate technical and organisational measures to ensure the security of your data.

### **Retention**

We will not hold your data for longer than is necessary. We may retain your personal data for the duration of your relationship with the Law Society and for such period thereafter as is necessary to comply with our legal and regulatory obligations. Pursuant to the Companies Act of 2014 and Taxes Consolidation Act 1997 we store your data for six years. This period may be extended should there be a legal requirement or a legitimate interest of the Law Society during this period. In such case the data will be retained for as long as instructed by the authorities or as long as a legitimate interest of the Law Society demands.

### **Transfers Abroad**

In connection with the above, we might transfer your personal data outside the European Economic Area including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers. These may include entering into a contract governing the transfer that contains the 'standard

contractual clauses' approved for this purpose by the European Commission. If you would like to receive further details of the measures that we have taken in this regard please contact us at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie)

## Your rights

You have the following rights, in certain circumstances and subject to certain restrictions in relation to your personal data:

- *Right to access the data* – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- *Right to rectification* – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- *Right to erasure* – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- *Right to restriction of processing or to object to processing* – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- *Right to data portability* – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.

If you wish to exercise any of the rights set out above, please contact us at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie).

## Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can contact us at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie).

- You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://www.dataprotection.ie/docs/Contact-us/11.htm>) or you can call the Data Protection Commission at 353 (0)761 104 800