



## Law Society of Ireland

### Privacy Statement and Processor Agreement for Council and Committee Members

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 membership of the Council of the Law Society (the “Council”) and/or its Committees, Task Forces, Working Groups etc. (“Committees”) 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 addition to your personal data pertaining to your Practising Certificate/Membership of the Law Society) in connection with your membership of the Council and/or its Committees. This personal data may include:

- your name and contact details, including your home address, your practising address, phone numbers, fax number, email address and post code;
- your firm details, title, email address and telephone;
- your date of birth;
- your credit/debit card or bank account details;
- your dietary requirements;
- your photograph;
- your spouse/partner’s name (for the purposes of invitations to certain events)
- your years of service on the Council/Committees of the Law Society;
- details of the Law Society Committees or Task Forces on which you are currently serving;
- details of any lectures you have given on behalf of the Law Society;
- details of publications you have released on behalf of the Law Society;
- details of training you have undertaken in your role as a Council or Committee Member;
- details of expenses claimed by you;
- your attendances at Council/Committee meetings;
- your input to responses from queries from Law Society Members and from members of the public;
- in the case of Council, your balloted results;

- your CCTV data;
- any other personal data which you provide to us directly.

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

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

- maintaining a list of Council and Committee members;
- contacting you in order to invite you to events, including the Law Society's Annual General Meeting;
- providing you with minutes of the meetings of the Council and its Committees, together with the agenda and other information items;
- providing you with a copy of the Council Members' Handbook;
- complying with our legal and regulatory obligations;
- the publication in electronic or hardcopy form of the annual Law Directory or any online solicitor search facility;
- the reference to a Council/Committee member on the Law Society's website and
- The CCTV monitoring of Law Society premises at Blackhall Place to minimise security and safety risks and to assist in the investigation of security and safety incidents.

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

- our legitimate interests in ensuring the proper management and functioning of the Law Society and regulating the solicitors' profession in Ireland. 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; and
- for the Law Society to carry out its tasks in the public interest and/or in the exercise of official authority vested in it;
- for the proper management and functioning of the Law Society;
- that this is necessary for compliance with a legal or regulatory obligation that applies to us;
- our legitimate interest under Article (6) (1) (f) of the GDPR.

The legal basis on which we collect, process and transfer special categories of data relating to you in the manner described above is:

- that you have given your explicit consent to such processing.

### **Recipients of Data**

We may disclose your personal data to other organisations 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; and
- external bodies and working groups (e.g., Revenue, CRO, HSE) where you have been nominated to represent the Law Society. In such circumstances, the Society shares your
  - name;
  - contact details (email, telephone number);
  - firm details (where relevant);
  - qualifications etc. (where relevant).

## **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 that you must provide to us so that we can register your election to the Council. If you do not provide us with this information, we may not be able to include you in our list of Council and Committee Members.

## **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 of time thereafter as is necessary to comply with our legal and regulatory obligations.

## **Transfers Abroad**

In connection with the above we may 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.
- *Right to withdraw your consent* – Where our processing of your personal data is based on you having provided your consent, you have the right to withdraw such consent.

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.

## **Data Processor Agreement for Members of Council/Committee/Task Force/Working Group**

The Law Society of Ireland (“the Law Society”) takes its responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation such as the Data Protection Act 2018 very seriously. To ensure the proper handling, processing and confidentiality of personal data (as defined below) in accordance with Data Protection Law (as defined below), the Law Society requires that your service on Law Society Council/Committee/Task Force/Working Group etc. (“you”) deems your acceptance of the below terms and conditions concerning the processing by you of personal data.

### **Definitions:**

“**Data Protection Law**” means all applicable data protection law, including the General Data Protection Regulation (Regulation (EU) 2016/679) and any legislation which amends, extends, consolidates, re-enacts or replaces same, including any statutory instruments and regulations that may be made pursuant thereto from time to time; and

“**Personal Data**” of the Law Society relates to personal data of identified or identifiable living individuals (not anonymised data).

### **Terms and Conditions:**

Personal Data provided by the Law Society to you for the purpose of service to the Law Society and its’ Members will be used solely for that purpose.

You agree that you will comply with the following:-

- a) You will process Personal Data in accordance with Data Protection Law and in accordance with the purpose of the working arrangement between you and the Law Society;
- b) You will not transfer Personal Data supplied by the Law Society to you to any third party/sub-processor for any purpose without the express approval (in writing) of the Law Society;
- c) You will ensure you have the appropriate technical and organisational security measures to protect the Personal Data against any unauthorised access, alteration, disclosure or accidental loss, in particular (but not exclusively) where processing involves highly sensitive data and where processing involves the transfer of data by electronic means;
- d) You will notify us of any breach/loss/alteration/unlawful destruction accidental or otherwise of Personal Data immediately at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie) (no later than 24 hours from the time of becoming aware of said breach/loss etc.). If you have a breach outside of business hours contact Law Society reception on (01) 6724800 and leave your phone number and a brief detail of the issue (the IT team will be contacted and will call you back);
- e) You will search your electronic and manual data in the case of a Subject Access Request (SAR) and assist the Law Society with such a request or any other data subject rights requests. If you receive any such request from a Law Society Member or Member of the Public you should contact us without delay;
- f) You will minimise the Personal Data that you hold and the duration that you hold it for. In essence, you must identify the minimum amount of Personal Data you need to fulfil your purpose and no more. You should periodically review the Personal Data you hold and securely delete what is no longer required. Please securely destroy all unnecessary documentation directly after your Council/Committee meeting(s). Please delete or return all personal data to the Law Society of Ireland at the end of your Council/Committee service; and
- g) You will not transfer Personal Data of the Law Society out of the European Economic Area (“the EEA”) (nor shall any of your agents or sub-processors) without the prior written consent of the Law Society.

### **Contact us:**

If you are not satisfied with the above terms and conditions or need to contact us with any queries or issues with the above please contact us at [dataprivacy@lawsociety.ie](mailto:dataprivacy@lawsociety.ie)

**24.10.22**