

London Irish Lawyers Association Privacy Policy

The London Irish Lawyers Association (LILA) is a membership organisation for lawyers based in London with an affinity to the island of Ireland. LILA is committed to protecting the personal information that members share with us. This privacy policy sets out how we use your data, how we keep it secure and your rights as a data subject.

1 – General Privacy Notice

Data we collect from you

When you join LILA, we ask you for your name, your email address, your employer and job title.

Why we need your personal information

We need to collect this personal information in pursuit of our legitimate interests to:

- Alert you to our events and activities
- Engage with you by sending you our newsletter
- Respond to your questions, comments, and concerns

How we use and protect your personal information

We only keep your personal information for as long as necessary to provide you with membership services.

We use MailChimp to distribute our email communications. MailChimp is a 3rd party marketing platform. Their servers are based in the US and they uphold the EU Privacy Shield to certify their data security.

Your data is accessed by Committee members only for the purposes set out above.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your membership.

You have the right to:

- Request access to your personal information that we hold
- Request correction of the personal information that we hold
- Request erasure of your personal information
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes
- Request the restriction of processing of your personal information
- Unsubscribe: There is also an 'unsubscribe' button at the bottom of every email we send.

Changes to this Privacy Policy

We reserve the right to update this policy at any time and will notify you where these changes are substantial.

Further information

For questions, concerns, or to change your communication preferences, please email us: contact@londonirishlawyers.co.uk

2 – Privacy Notice for Mentoring Programme

This policy applies in relation to any application for participation in LILA's mentoring programme and during a mentorship.

Data we collect from you

Personal data processed and collected by us for the purposes of the mentoring programme includes personal data collected during the application process or during the course of the mentoring relationship, or from any further correspondence by phone, email or otherwise.

The personal data collected includes any personal details including name, contact details, education and training, and employment where relevant.

Sensitive personal data collected with your consent includes information about medical or health conditions, your racial or ethnic origin, sexual orientation and religion or philosophical belief.

Why we need your personal information

We need to process personal data:

- to consider and process the application;
- to pursue a legitimate interest, e.g. to make a decision on the application; and
- to process special categories of personal data with the data subject's explicit consent e.g. where specific medical and health information has been disclosed to enable us to make reasonable adjustments.

Sharing of your information

Personal Data collected may be shared with:

- The Executive Committee of LILA, if access to the data is necessary for performance of their roles;
- Your mentor or mentee, where necessary or relevant to your being paired with one another; and
- Other third parties where necessary e.g. event attendance lists.

In addition, the names of mentees may be shared with other mentees.

Data retention

Data held by LILA will be retained for not more than two years following the last day of the mentorship programme for which you apply. After that time, we will securely destroy your personal data.

You have the right to:

- Object to the processing of your personal data for the purposes referred to in this part of the notice; however, this will prevent us from considering your application;
- Request a copy of, deletion of or correction of, your personal data. To do so, please email contact@londonirishlawyers.co.uk; however, the deletion of your personal data will prevent us from considering your application;
- Full details of these rights are set out in Articles 15 to 21 of the GDPR.
- You have the right to lodge a complaint regarding the processing of your personal data with the Information Commissioner: <https://ico.org.uk/>.