

## PRIVACY POLICY

The Law Society of Jersey ("We", "Us", "Our") are committed to protecting and respecting your privacy and aims to be transparent about what information We hold about you, whichever way you are connected with us. This Privacy Policy ("Policy") sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us.

We use your information strictly in accordance with all applicable laws concerning the protection of personal information and you can be assured that any information provided will only be used in accordance with this privacy policy. In it We explain:

- Who We are;
- What information We may collect about you and when;
- How We might use your information;
- How We protect your information; and
- Your choices regarding the information you provide.

### 1. CONTACT

For the purpose of the Data Protection (Jersey) Law 2018 (the "Law"), the Data Controller is The Law Society of Jersey, PO Box 493, St Helier, Jersey JE4 5SZ.

All questions, comments and requests regarding this Policy should be addressed to the Executive Administrator at the above address.

### 2. WHO ARE WE?

We are The Law Society of Jersey.

We are also registered with the Office of the Information Commissioner as a Data Controller under the Law and further details may be found on the Commissioner's [website](#).

### 3. WHAT INFORMATION DO WE COLLECT?

We may collect and process the personal information you provide to Us when you:

- Complete applications, forms or returns relating to membership (including applications or nominations for any committee or panel operated by the Law Society of Jersey) or fulfilment of regulatory requirements and obligations on Our site, [www.jerseylawsociety.je](http://www.jerseylawsociety.je) ("Website") or separately provided to you electronically;
- Register or subscribe to our newsletters and/or e-alerts;
- Contact Us with a query, including regarding complaints about our members.

Depending on the reason for interacting with us, We may collect and hold the following information from you:

- Your name and contact details (including telephone number(s), postal and email address);
- Your contact preferences; and
- Any other information We may need in order to enable us to assist you.

The Law recognises that certain types of information are more sensitive than others. This is known as "special category data" and means information about health, race, religious beliefs, political opinions, trade union membership, genetic or biometric data, sex life or orientation, or criminal record or alleged criminal activity. We do not collect this kind of information unless it is necessary to do so for legal proceedings or protection against malpractice or mismanagement.

We also collect information about your computer, including where available your IP address, date and time of your visit, operating system, browser type, the URLs of websites that referred you to the website and the path that you take through the website. This is statistical data about users' browsing actions and patterns.

For information on how We use cookies on our Website, see our cookies policy.

The accuracy of your personal information is important to us and you can help keep our records up to date by telling us when your contact details and other personal information changes, and if you change your mind about how We contact you. If you would like to update the details We hold or change your contact us by writing to Us at The Law Society of Jersey, PO Box 493, St Helier, Jersey JE4 5SZ or by sending a request by email to [admin@jerseylawsociety.je](mailto:admin@jerseylawsociety.je).

#### **4. WHO DO WE GIVE YOUR INFORMATION TO?**

We will keep all personal information which is not publicly available confidential unless:

- You have authorised the disclosure of that information, including in relation to complaints where the identity of the complainant and details of the complaint may be disclosed to the person complained about and to any party who has a legitimate and lawful involvement in Our disciplinary process;
- We are required to disclose it for the purposes of any legal or regulatory requirement binding on Us; and/or
- We consider that such disclosure is necessary in order to defend against any claim threatened or brought against Us by any person.

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 or apply Our Website terms and conditions and other agreements; or
- To protect Our rights, property, or safety, the Website, our users and any third party We interact with to provide the website.

We may also share your information with our trusted service providers (i.e. our IT supplier) who are authorised to act on our behalf but We will only do so when it is necessary to allow us to provide our services to you.

#### **5. HOW DO WE PROTECT YOUR INFORMATION?**

We take appropriate measures to ensure that any personal data are kept secure and are kept for the duration of your use of our service. 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 when transmitted to our site; any transmission is at your own risk. Once We have received your information, We will use strict procedures and security features to try to prevent unauthorised access.

To safeguard against unauthorised access to personal information, all electronic personal information held by Us is maintained on systems protected by secure network architectures that contain firewalls and intrusion-detection devices. The servers holding personal information are “backed-up” on a regular basis in an effort to avoid any inadvertent erasure or destruction of such personal information and are stored in facilities with appropriate security and fire-detection and response systems.

Your information is only accessible by those who need access to it and they are required to keep the information secure and confidential.

We only keep your personal information for as long as is required for the purpose of membership or to operate any service you have signed up for, and in accordance with legal requirements and Law Society rules and regulations including Bye-Laws and the Code of Conduct. Where your information is no longer required, We will ensure it is disposed of, deleted (insofar as is possible to do so) or cached in a secure manner.

## **6. HOW DO WE USE YOUR INFORMATION?**

We may use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- To provide you with information that you request from us or which We legitimately feel may interest you or where you have asked to be contacted for such purposes.
- To carry out our regulatory functions.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

The Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and terms of use and that We do not accept any responsibility or liability for these policies and terms of use. Please check these policies before you submit any personal data to these websites.

## **7. YOUR RIGHTS**

You have the right to access information held about you and you have the right to get any inaccurate information We hold about you corrected. You may also ask for Us to erase your information in certain circumstances.

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if We intend to use your data for such purposes or if We intend to disclose your information to any third party for such purposes. You can exercise these rights at any time by contacting Us using Our contact details set out below.

If you wish to exercise any of those rights, please contact:

Executive Administrator  
The Law Society of Jersey  
PO Box 493  
St Helier  
Jersey  
JE4 5SZ

Telephone: (01534) 613920  
Email: [admin@jerseylawsociety.je](mailto:admin@jerseylawsociety.je)

## **8. CHANGES TO OUR PRIVACY POLICY**

We reserve the right to modify this Privacy Policy at any time. Any changes We may make to our Policy in the future will be notified and made available to you using the Website, or by contacting you directly. By continuing to use Our Website and services you will be deemed to have accepted any changes.

## 9. COMPLAINTS

If you have any complaints regarding the manner in which We deal with your personal data you may also contact Jersey's Information Commissioner:

Information Commissioner  
Office of the Information Commissioner  
Brunel House  
Old Street  
St Helier  
Jersey  
JE2 3RG  
T: +44 (1534) 716530  
E: [Enquiries@oicjersey.org](mailto:Enquiries@oicjersey.org)  
[www.oicjersey.org](http://www.oicjersey.org)