



Faculty of Advocates Privacy Policy

The Faculty of Advocates is committed to protecting the privacy and security of its members' personal data and information. This policy outlines how Faculty will collect, use, store and share your personal data in compliance with the General Data Protection Regulation and UK Data Protection Act 2018.

The type of personal information we collect:

We currently collect and process the following information:

- Contact details such as name, address, email/contact telephone number
- Protected characteristics such as gender, race, religion, and education history
- Devilmasters
- Areas of specialisms
- Financial information
- Regulatory information

How we collect the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Membership of the Faculty of Advocates
- Membership of Faculty Services Ltd

How we use your personal information:

- Communications from the Faculty of Advocates
- Collate and report CPD on your behalf
- Manage aspects of your practice on your behalf including diary and fee management
- Comply with our legal obligations and for equal opportunities monitoring
- Record and maintain an accurate database of the membership of the Faculty of Advocates
- Manage your membership of Faculty
- Process payments

We may share this information with the Scottish Legal Complaints Commission and LexisNexis

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Deans Secretariat
- (b) We have a regulatory obligation
- (c) We have a legal obligation
- (d) We have a vital interest
- (f) We have a legitimate interest

How we store your personal information

Your information is securely stored electronically either in iMIS or Lex for the duration that you remain a member of Faculty of Advocates or Faculty Services Ltd.



We keep membership details (including, address, email address, protected characteristics) for the lifespan of the advocate plus three years.

Information such as your name, your devilmasters, date of calling, names of devils, date of taking silk, date of elevation to the bench and date of death will be retained long term. **When we will share your information**

We will only share your personal information with third parties under the following circumstances:

- With regulatory or law enforcement authorities as required by law.
- With service providers who assist us in managing operations such as IT support, payment processors.
- When you have given explicit consent.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at deans.secretariat@advocates.org.uk if you wish to make a request.

Contact information

If you have any queries about this policy, please contact the Faculty's Data Protection Officer at:

Fiona Barr
Faculty of Advocates
11 Parliament Square, Edinburgh EH1 1RF
0131 374 1026 | 07812 707 926
fiona.barr@advocates.org.uk

How to complain

- If you have any concerns about our use of your personal information, you can make a complaint to us via Deans Secretariat deans.secretariat@advocates.org.uk
- You can also complain to the ICO if you are unhappy with how we have used your data.



Contact details for the ICO are as follows:

The Information Commissioner's Office – Scotland
Queen Elizabeth House
Sibbald Walk
Edinburgh
EH8 8FT
Telephone: 0303 123 1115
Email: Scotland@ico.org.uk

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>