



The British-Albanian Lawyers Association

PRIVACY NOTICE

This privacy notice (together with our Constitution, which can be found at http://docs.wixstatic.com/ugd/00d029_8967e99c48c245ed885690bf684ae170.pdf) and any other documents referred in it sets out the basis for processing the personal data we collect from you or that you provide to us.

For the purposes of the Data Protection legislation, the data controller (or entity responsible for the data collected) will be the British-Albanian Lawyers Association (BALA). Within the context of this notice 'we' means BALA.

Data we collect from you

BALA may collect and process the following data about you:

- Information acquired/provided through your application to become a member of BALA.
- Information acquired/ provided when you write to us through our website's 'Contact Us' facility.
- Information acquired/ provided when you subscribe to any services we may offer.
- If you contact us, we may keep a record of that correspondence. If you send us personal information which identifies you via email, we may keep your email and email address.
- Details of payments you make to our BALA bank account when applying to become a member or for any other relevant purpose.
- When you provide any other information about yourself for specific purposes.

How we use your data

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

- to update our records
- to carry out our obligations arising from your membership application and in accordance with our Constitution and Role Descriptions of the BALA Officers
- to update the BALA Website Lawyer Directory if you have requested that your details be included there
- to provide you with information about BALA events, activities and any other relevant information which may interest you.
- We will usually contact you by electronic means (e-mail or SMS) with information about BALA activities. We will contact you by electronic means only if you have

consented to this. You can opt-in/out of such notifications by emailing us at contact@balawyers.co.uk at any time after providing your information.

- to respond to queries from members of the public about your membership status.
- to serve notice in accordance with the requirements of our Constitution, where applicable.

Disclosure of your data

We may share your data with any member of the BALA Committee and our patrons. We will not transfer any of your data to third parties without your permission or unless indicated in this privacy notice or agreed by you.

We may disclose your personal information to third parties without obtaining further consent from you including:

- to our bank for the purposes of processing your membership application
- if we are required by law to disclose or share your personal data or in order to enforce or apply our Constitution Terms & Conditions, or to protect our rights, property, or safety of our committee members or others.
- where we outsource any of our functions under which we collect or store your data, in which case we will ensure that any such service provider adheres to at least the same obligations of security with regard to your data as undertaken by us

We will not sell your data to third parties for the purposes of marketing or for any other purpose.

Where we store your data

The data that we collect from you may be transferred to, and stored at, outside the United Kingdom. It may also be processed by our committee members operating outside the United Kingdom who process your membership application or your data. By submitting your personal data to us, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is handled securely and in accordance with this privacy notice.

Security of your data

We ensure that your data is stored, processed and handled in a secure way by ensuring we have appropriate safeguards in place for the security of electronic and non-electronic data. This includes, but is not limited to, having password protected electronic devices and other appropriate security systems in place.

BALA cannot guarantee the security of any data transfers that are not within the control of BALA.

Your rights

You have the right to ask us not to process your personal data for marketing purposes or to restrict the use of your data. You can also edit your personal data by emailing us at contact@balawyers.co.uk. We will usually inform you (before collecting your data) if we wish to use your data for such purposes or if we intend to disclose your information to any third party for such purposes and request your consent to these activities. If you wish to change your mailing preferences or opt-out of specific marketing communications sent by BALA please email us at contact@balawyers.co.uk.

Our website may, from time to time, contain links to and from the websites of other organisations. If you follow a link to any of these websites we will not accept any responsibility or liability for the privacy policies of these websites. Please check their policies before you submit any personal data to these websites.

Access to information

The law gives you the right to access information we hold about you. Your right of access can be exercised in accordance with the relevant law. Any access request may be subject to a fee (as amended from time to time) to meet our costs in providing you with details of the information we hold about you.

If you would like to request a copy of your personal data under the Data Protection legislation or have any other related queries, please email contact@balawyers.co.uk.

For more information about your rights please visit www.ico.org.uk.

Accuracy

We will take reasonable steps to create an accurate record of any personal data you have submitted. However, we do not assume responsibility for confirming the ongoing accuracy of your personal data. You can update your personal data by emailing us at contact@balawyers.co.uk.

Changes to our notice

We will notify you of any changes to this privacy notice.

Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to contact@balawyers.co.uk.

BALA Privacy Notice
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