



# Privacy Policy

## Introduction

1. This Privacy Policy details the ways in which The Honourable Society of Lincoln's Inn ('Lincoln's Inn' or 'the Inn') collects, processes and uses personal data about its members and other contacts ('Users') who may reasonably expect their personal data to be processed by the Inn. Personal data means any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.

2. The Honourable Society of Lincoln's Inn is the Data Controller and any data collected is used in accordance with the principles of the UK General Data Protection Regulations and Data Protection Act (DPA) 2018 ([UK GDPR and Data Protection Act.](#))

## What data do we collect?

3. Users directly provide Lincoln's Inn with most of the data we collect. We collect and process data using paper forms, emails, via the website using online forms and other means. Information is also collected through the use of Cookies. For further details, please see our Cookies Policy below.

4. The information that we collect includes:

- Name
- Date of birth
- Postal address
- Email address
- Telephone number
- Bank details
- Photographs, video and audio recordings
- Education/employment information
- Criminal/health information if applicable
- Criminal records, academic misconduct and professional misconduct information
- Diversity monitoring information when you apply to join the Inn, apply for a scholarship, for outreach activities, for Bench register applications and when you sign up for a member account on the Lincoln's Inn website
- Cookies when you visit our website. All websites must obtain your explicit agreement before they set a 'cookie' on your computer or other device. Please refer to the Cookies policy below for further information.

## How will we use your data?

5. When processing your personal data the Inn will ensure that it does so with a lawful basis for the processing or explicit consent from the data subject where required by the DPA 2018. If legitimate interest is being relied upon, an assessment will be undertaken to ensure this reasoning

is appropriate.

6. We collect and process your data for the purposes of:

- Responding to enquiries
- Making a booking or reservation
- Management of existing members' data
- Providing goods and services
- Administration of various services including, but not limited to, recruitment applications, employee contracts, tenancies, car parking and functions for the Chapel
- Statistical purposes
- Arranging a service in Chapel or event
- Tours of, and visits to, the Inn's buildings and grounds
- Donations to the Inn's charities
- Education, training and outreach activities
- Applications for:
  - Membership, including *ad eundem* members
  - Scholarships and similar awards
  - Call to the bar
  - Pupillage advice
  - Accommodation, either temporary or long term
  - Participation in the Mentoring and Marshalling Schemes
  - Becoming a bencher
  - Participation in trips organised by the Inn
- Investigation of complaints and conduct issues
- Fit and proper person checks on admission to the Inn, Call to the Bar and for disciplinary matters. The Inn uses a third party to undertake the criminal records check. The Supplementary Privacy notice and Appropriate Policy document specifically relating to the data that is collected can be found at <https://www.lincolnsinn.org.uk/policies>
- Photography and videos of attendees at events. The Inn may take this footage to use on the Inn's website, publications such as the Annual Review or Newsletter, promotional and marketing materials, social media and to share with the media to publicise Inn events.
  - If you do not wish to be photographed when attending an event please advise the event organiser so that arrangements can be made to ensure this does not occur.
  - If you object to the use of photograph or video footage in which you appear you can request that it be withdrawn at any time by emailing [data.protection@lincolnsinn.org.uk](mailto:data.protection@lincolnsinn.org.uk)
  - Where Users are under 16 years of age, consent to use video or photographs will be obtained from the responsible parents, guardian or carer.
- Processing financial transactions and accounts. Account information is held in Access dimensions. The Inn uses Worldpay, Sagepay and Preside to take payments through the website. The privacy policies for these companies can be found on their own websites.
- Crime prevention. The Inn is monitored by CCTV cameras and information may be shared with the police for the purposes of crime prevention at the Inn.
- Ethnicity and diversity monitoring under the Equality Act 2010.
- Sharing contact details between Benchers from the Bench directory.
- Marketing, advertising & promotions, notification of events, workshops and training offered by Lincoln's Inn and occasionally selected partners

### ***Use of Data in the Bench Directory***

7. The Inn may share the personal email addresses of Lincoln's Inn Benchers with other Lincoln's Inn Benchers from the Bench directory. This will be for personal use only and only if we have your consent to do so. If you are a Bencher and would like to provide your consent for the Inn to share your details in this way, please complete the consent form.
8. You have the right to ask the Inn not to process your personal data for this purpose. To opt out of your email address appearing in the Bench directory, or to withdraw your consent, please complete the consent form.
9. We require you to renew your consent every two years in line with the UK GDPR. Even if you have previously given us consent, the Inn will contact you to confirm your preference.
10. If you have any questions about consent in respect of the Bench directory or require a copy of the consent form, please contact [Committee.Officer@lincolnsinn.org.uk](mailto:Committee.Officer@lincolnsinn.org.uk)

### ***Use of Data for Direct Marketing and Fundraising Purposes***

11. The Inn may send members marketing communications about its events, services, education and training programmes or other offers the Inn thinks are relevant or of interest if we have your consent to do so. Occasionally we may also send marketing communications to members if we believe it is in their legitimate interest to do so. We may provide selected information about Lincoln's Inn's third-party partners according to member preferences to the extent necessary to provide the service.
12. If you would like to update your mailing preferences, please login to your member account (enter link) and go to the Mailing Preference tab to choose which of the Inn's newsletters you would like to receive.
13. Members have the right to ask the Inn not to process their personal data for marketing purposes by using the 'unsubscribe' link at the bottom of our marketing emails to opt-out of all non-essential communications. You can also do this by logging into your member account to manage your mailing preferences.
14. Alternatively, if you have not activated your online member account and would like to check or update your mailing preferences, please email [communications@lincolnsinn.org.uk](mailto:communications@lincolnsinn.org.uk)

### **Disclosure of Personal data**

15. Your personal data will be treated as strictly confidential and will only be shared with Inn employees and members whose responsibilities in undertaking Inn business require that they have access to that data.
16. Other than that stated in clause 15, Lincoln's Inn will not share your data with another member or third party unless required to do so by law or if you have consented to the disclosure. The Inn may be required to share some of your data with external bodies such as agencies connected with the Bar including the Bar Standards Board (BSB), the Bar Council, the Circuits, Specialist bar associations and the other Inns, with local authorities or financial companies.
17. A Data Sharing Protocol is in place between the independent data controllers: the Bar Standards Board (BSB), the Council of the Inns of Court (COIC) and each of the four Inns of Court (Inner Temple, Middle Temple, Lincoln's Inn and Gray's Inn. This document provides a framework for the collection, sharing, retention and destruction of information to support the BSB in the administration of its regulatory functions. A copy of the protocol can be found using this link: <https://www.lincolnsinn.org.uk/wp-content/uploads/2020/01/MOU-Schedule-3-Data-sharing-Protocol.pdf>

18. You may be able to find links to third party websites from the Lincoln's Inn website or social media channels. These sites are outside the control of Lincoln's Inn and are not covered by its Privacy Policy. Lincoln's Inn is not responsible for the practices employed by these websites, including their content and links. Additionally, any personal data collected by the operators of these third-party websites may be used in accordance with their separate privacy policies, which may differ from the Privacy Policy of Lincoln's Inn.

#### **How do we store your data?**

19. The Inn will take all necessary steps to ensure your data is stored and processed securely in accordance with the UK GDPR and DPA 2018. All the Inn's employees are personally responsible for maintaining personal information confidentially and to ensure that the information is only processed for the purpose for which it is collected. The Inn will provide training to staff members about their obligations under this policy, the UK GDPR and DPA 2018.

20. All personal information that you provide to the Inn is stored in secure storage facilities at the Inn, on secure servers both at the Inn and in other locations in the UK and at approved third-party locations in line with the IT management and business continuity plans. Payments made via the Inn's website will be processed by a third-party payment processor on behalf of the Inn.

#### **How long will we keep your data?**

21. The Inn will keep your data for no longer than is required for its processing. The Inn has a retention schedule for Inn staff to follow that is appropriate for each different data processing activity.

#### **What are your data protection rights?**

22. The Inn would like to make sure you are fully aware of all your data protection rights. Every User is entitled to the following:

##### ***Your right of access***

You have the right to ask us for copies of your personal information, known as a Subject Access Request. This right always applies. There are some exemptions, which means you may not always receive all the information we process. Please refer to the Data Access Request Form.

##### ***Your right to rectification***

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

##### ***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 information in certain circumstances.

##### ***Your right to object to processing***

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests.

##### ***Your right to data portability***

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or in talks about entering into a contract and the processing is automated.

23. If you make a request to action your rights under the UK GDPR and DPA 2018, we have one month to respond to you. If you would like to exercise any of these rights, please contact [data.protection@lincolnsinn.org.uk](mailto:data.protection@lincolnsinn.org.uk)

### **Changes to our privacy policy**

24. The Inn keeps its privacy policy under regular review and places any updates on this web page. The privacy policy was last updated in May 2024.

### **Contacting Us**

25. Lincoln's Inn takes the confidentiality of personal data seriously. You can contact the Data Protection Officer at Lincoln's Inn using the contact details below.

Address: The Honourable Society of Lincoln's Inn, Treasury Office, Lincoln's Inn, London WC2A 3TL

Telephone: 020 7405 1393

Email: [data.protection@lincolnsinn.org.uk](mailto:data.protection@lincolnsinn.org.uk)

### **How to contact the appropriate authority**

26. The Honourable Society of Lincoln's Inn has informed the Data Commissioner of its data processing. Our registration number is Z2511130. Should you wish to report a complaint or if you feel that Lincoln's Inn has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office using the contact details below.

Telephone: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

### **Review**

27. The Privacy Policy will be reviewed every year (with interim reviews where necessary).

28. Any enquiries about this document should be directed to the Data Protection Officer at [Data.Protection@lincolnsinn.org.uk](mailto:Data.Protection@lincolnsinn.org.uk)

*Last reviewed: May 2024*

*Next review: May 2025*