



Bristol Law Society is committed to protecting and respecting your privacy. We want you to understand how we collect and use information about you when you visit our website, subscribe to our services, purchase or request products or services and contact us.

The privacy notice describes to you:

- who we are
- what personal data we collect and store about you and how we collect it
- why we collect personal data and what we do with it
- the categories of third parties with whom we share your personal data
- how we retain your information and keep it secure
- your rights and how to exercise them
- how to contact us

## **1. Who are we?**

For the purposes of data protection law, the “controller” is Bristol Law Society, a company incorporated and registered in England and Wales under company number 00005295 and having its registered office address at C/o Milsted Langdon LLP, Freshford House, Redcliffe Way, Bristol, England, BS1 6NL (from now on referred to as “BLS”, or as “we” and related words such as “us” and “our”). Our registered VAT number is 974809373.

We are a voluntary membership organisation serving the Bristol and Bath legal profession through representation, business networking and social events, training events and local legal sector jobs advertising.

As controller, we are responsible for and control the processing of your personal data. We are registered as a controller with the Information Commissioner’s Office, which is the UK’s supervisory authority for data protection matters.

If you would like to contact us about this notice, including if you wish to receive further information about any aspect of it, our details are as follows:

**E-mail** [info@bristollawsociety.com](mailto:info@bristollawsociety.com)

## **2. What information do we collect from you?**

In the course of our business, we may collect the following types of personal data:

- **personal details**, such as
  - ◆ first name, last name, title and previous names
  - ◆ firm, organisation or company you work for
  - ◆ job title

- ◆ date of admission
  - ◆ SRA number
  - ◆ if you hold a current practicing certificate
  - ◆ legal professional qualifications
  - ◆ practice areas
  - ◆ Special areas of interest (includes additional job roles to main role such as COLP COFA, MLRO and areas of interest such as EDI, sustainability, legal tech which coincides with our special interest committees)
- **contact data**, such as
    - ◆ delivery address
    - ◆ billing address
    - ◆ e-mail address
    - ◆ telephone and mobile number(s)
- **image data**, namely
    - ◆ Photographs and videos (if we are taking pictures during an event and you have not objected to us doing so)
- **biographical data** from scholarship applications, such as
    - ◆ institutions attended
    - ◆ academic and other results gained
    - ◆ employment history
    - ◆ any other personal information you provide
    - ◆ speaker biographies
- **transaction data**, such as
    - ◆ details about payments to and from you
    - ◆ details of products and services you have received from us
- **technical data**, such as
    - ◆ internet protocol (IP) address
    - ◆ your login data, browser type and version
    - ◆ time-zone setting and location
    - ◆ browser plug-in types and versions
    - ◆ operating system and platform and other technology on the devices you use to access our website
- **profile data**, such as
    - ◆ your preferences
    - ◆ feedback and survey responses
- **usage data**, such as
    - ◆ information about how you use our website, products and services
- **marketing data**, such as
    - ◆ your preferences in receiving marketing and communications.

**We may collect the following types of “special category “ personal data from you:**

- Dietary requirements where we may be providing catering at our events; and
- special access requirements for certain events to ensure you can access the event.

We will always obtain your prior consent for processing special category data.

We also do not collect information about criminal convictions or offences.

**3. How do we collect personal data?**

We obtain personal data from sources as follows:

- directly from you when you interact with us, for example when you
  - ◆ visit our website
  - ◆ subscribe to our products or services
  - ◆ attend an event
  - ◆ sign up to our mailing lists
  - ◆ request information or marketing
  - ◆ write to us
  - ◆ phone us - a log is kept of calls
  - ◆ enter a competition
  - ◆ take part in a survey
  - ◆ give us feedback or post comments or reviews
- from your employer, if they provide your details to book you on to an event or give us your details as part of their corporate membership package
- from an individual or organisation, if they nominate you for an award at our annual awards event (you can only be nominated with your consent)
- from automated technologies, such as cookies and tags when you use our website - for more information, please see our [cookies notice](#) to find out more

**4. How do we use your personal data?**

We will only use your personal data when the law allows us to.

**Lawful processing**

In order to process personal data, we must have a lawful reason (sometimes called a lawful basis). We always ensure that this is the case and we set out our lawful bases below - but please note that more than one may apply at any given time: for example, if we inform you of changes to our privacy notice, we

may process your personal data on the ground of complying with law and on the ground of legitimate interests.

- **Performance of a contract with you:** Where we need to perform the contract we are about to enter into or have entered into with you.
- **Legitimate interests:** We may use your personal data where it is necessary to conduct our business and pursue our legitimate interests. We make sure we consider and balance any potential impact on you and your rights (both positive and negative) before we process your personal data for our legitimate interests. We do not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required or permitted to by law).
- **Legal obligation:** We may use your personal data where it is necessary for compliance with a legal obligation that we are subject to. We will identify the relevant legal obligation when we rely on this legal basis.
- **Consent:** We rely on consent only where we have obtained your active agreement to use your personal data for a specified purpose, for example if you subscribe to an email newsletter.

We will use your personal data only for the purposes for which we collected it, unless we fairly consider that we need it for another reason that is compatible with the original purpose.

### **Purposes for which we will use your personal data**

We have set out below, a description of all the ways we plan to use the various categories of your personal data, and which of the legal bases we rely on to do so.

### **Where it is required to perform a contract with you:**

We may use your personal information where we have entered into a contract with you:

- to provide any products or services including as part of your membership or any events you have booked on to.
- To manage our relationship with you in circumstances where you have subscribed to our products or services.
- To enable you to partake in a prize draw, competition or complete a survey.
- to carry out billing and administration activities, including annual membership renewals, refunds and credits.

## **Legitimate Interests**

We process your personal information for our legitimate business purposes, which include the following:

- to conduct and manage our business as a local law society serving the local legal profession by providing training, social events, networking, legal and regulatory updates, representation and promoting Bristol as a centre of legal excellence.
- to analyse, improve and update our services for the benefit of our members and non-members.
- to correspond or communicate with you as a member, to let you know about our activities and to enhance and personalise your membership.
- to deal with queries, complaints, or claims.
- To administer and protect our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).
- To deliver relevant website content and online advertisements to you and measure or understand the effectiveness of the advertising we serve to you.
- To use data analytics to improve our website, products/services, customer relationships and experiences and to measure the effectiveness of our communications and marketing.
- To send you relevant marketing communications and make personalised suggestions and recommendations to you about goods or services that may be of interest to you (other than where we rely on your consent to contact you by email or text).
- To use an image or recording of you at one of our events to showcase the success of the event.

Whenever we process your personal data for these purposes, we ensure that your interests, rights and freedoms are carefully considered.

## **Consent**

We may use your personal data where you have provided consent for the following purposes:

- Nominations for awards
- for marketing activities, in order to contact you by email or text with marketing information about our products and services, including member benefits provided by others (except where we may rely on

Legitimate Interests as described above); or to share your details with our recommended third party partners for them to do the same.

You may withdraw your consent for us to use your information in any of these ways at any time.

### **Compliance with laws**

We may process your personal data in order to comply with applicable laws (for example, if we are required to co-operate with an investigation pursuant to a court order).

## **5. Marketing**

During the registration process on our website when your personal data is collected, you will be asked to indicate your preferences for receiving direct marketing communications from us via email or text message.

You will also receive marketing communications from us if you have requested information from us or purchased goods or services from us and you have not opted out of receiving the marketing.

We will get your express consent before we share your personal data with any third party for their own direct marketing purposes.

You can ask to stop sending you marketing communications at any time by contacting us.

If you opt out of receiving marketing communications, you will still receive service-related communications that are essential for administrative or customer service purposes.

## **6. Do we share your personal data?**

We may provide your personal data to the following recipients for the purposes set out in this notice:

- members of the BLS Council and Executive (but only to the extent necessary to carry out the Council and Executive corporate governance function (for example, Council approves new member applications on a monthly basis to be admitted to the society).
- our service providers, including
  - ◆ e-mail and mail service providers
  - ◆ technical and support partners, such as the companies who host our website and who provide technical support and back-up services
  - ◆ our bookkeeper and financial advisors/bankers and lawyers

- ◆ printers and engravers for event marketing, awards and training materials
- ◆ event manager for our Bristol Legal Awards (formerly Annual Awards Dinner)
- ◆ AV production company for the annual awards dinner
- ◆ Judging panel and annual awards dinner host - nominations for the awards are made with consent and contact info is removed and nomination information taken back by BLS after the judging session
- ◆ Speakers at events you have booked on to and are organised by us
- ◆ Hotel/restaurants (name, menu choices, any dietary requirements and special access requirements only for events you are attending)
- ◆ Delegate lists (name and firm only) to host venues where required as security lists

When we engage third-party service providers, we share only the personal information necessary for them to deliver their services. Additionally, we have a contract that mandates them to safeguard your information and use it solely according to our explicit instructions.

- Third parties who provide products and services to our members.
  - ◆ When you enquire about or purchase any third party products or services through us (including booking onto a third party event), we may provide your contact details to the relevant third party. They will use your information to provide you with details and fulfil their obligations under any contracts you have entered into with them.
  - ◆ These third-party product providers may share your information with us, which we will handle in accordance with this policy. In some instances, they will act as controllers of your information, so we recommend reading their privacy policy.
  - ◆ If you register to attend one of our events, we may share your name and employer or organisation with other attendees and sponsors for informational purposes only. We will not share your contact details for marketing purposes without your consent
- law enforcement agencies, government or public agencies or officials, regulators and any other person or entity that has the appropriate legal authority where we are legally required or permitted to do so, to respond to claims, or to protect our rights, interests, privacy, property or safety
- any other parties where we have your specific consent to do so.

## **7. Do you have to provide personal data - and, if so, why?**

To form a membership contract with you, we will need some or all of the personal data described above so that we can perform that membership contract or the steps that lead up to it: this is set out above in this notice. If we do not receive the required data in the membership form, we will not be able to admit you as a member and the membership contract could not be performed.

If you sign up to our mailing list, you will have to provide certain personal data. Of course, you may decide to stop receiving our mailings at any time.

## **8. For how long will your personal data will be kept for?**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law.

Where you have been a member of BLS and after the period of 1 year after your membership has lapsed (so as to allow us to contact you after the initial lapse) we will remove your data from our records (subject to any engagement with BLS as a non-member in that period e.g. attending an event) save to note that we will retain your name and the last date of your membership of BLS as a record that you are no longer a member or similarly where a request to delete information has been made as a record of us carrying out that request.

In some instances, we are required to hold data for minimum periods: for example, UK tax law currently specifies a six-year period for retention of some of your personal data.

## **9. Do we transfer personal data outside the UK?**

Although we are based in England, your personal information may be transferred and stored via our regular IT system backups to a secure online cloud backup provider that is based in the United States of America. The data is fully encrypted and is kept in a state of the art data centre with a provider that has committed to meeting compliance obligations which are equivalent to the data protection laws in the UK. We do not process your information outside of the UK in any other respect than via this online cloud back-up.

## **10. How do we keep your personal data secure?**

BLS has security measures in place designed to prevent data loss, to preserve data integrity and to regulate access to the data. Only authorised BLS employees and third parties processing data on our behalf have access to your personal data.

All BLS employees who have access to your personal data are required to adhere to the BLS privacy policy and we have ensured our third-party data processors have safeguards to ensure that your personal data is processed only as instructed by BLS.

The security measures we have in place include:

- regular reviews of information collection, storage and processing practices to protect against unauthorised access
- restriction of access to personal information
- monitoring of systems storing and processing information
- use of secure technologies (e.g. SSL, encryption)

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

We take all reasonable steps to keep your data safe and secure and to ensure the data is accessed only by those who have a legitimate interest to do so.

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 transmitted to us. Any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

## 11. Your information rights

We draw your attention to your following rights under data protection law:

- **right to be informed** about the collection and use of your personal data
- **right of access** to your personal data, and the right to request a copy of the information that we hold about you and supplementary details about that information – you will be asked to provide proof of your identity and residential address, and we may ask you to provide further details to assist us in the provision of such information
- **right to have inaccurate personal data that we process about you rectified** – we want to ensure that the personal information that we process and retain about you is accurate, so please do remember to tell us about any changes, for example if you have moved job or house or

changed your contact details. It is your responsibility to ensure you submit true, accurate, and complete information to us; please also update us in the event this information changes.

- **right of erasure** - in certain circumstances you have the right to have personal data that we process about you blocked, erased or destroyed
- the **right to object to, or restrict:**
  - ◆ processing of personal data concerning you for direct marketing
  - ◆ decisions being taken by automated means which produce legal effects concerning you or that similarly significantly affect you
  - ◆ in certain other situations, to our continued processing of your personal data
- the **right of portability** of your data in certain circumstances.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

Please contact us using the details in section 1 of this notice if you would like to exercise any of these rights or know more about them.

These rights are subject to certain limitations that exist in law. Further information about your information rights is available on the ICO's website: <https://ico.org.uk/>.

## 12. Cookies

Our website uses cookies. For more information on which cookies we use and how we use them, please see our [cookies notice](#) on the footer of our website home page.

## 13. Changes to this privacy notice

We may change this notice from time to time. You should check this notice on our website occasionally, in order to ensure you are aware of the most recent version.

## 14. What should you do if you have a complaint?

We hope that you will be satisfied with the way in which we approach and use your personal data.

Should you find it necessary, you have a right to raise a concern with the information regulator, the Information Commissioner's Office:  
<https://ico.org.uk/>.

However, we do hope that if you have a complaint about the way we handle your personal data, you will contact us in the first instance using the contact details in section 1 above, so that we have an opportunity to resolve it.

**- - END OF PRIVACY NOTICE - -**

10 July 2025