



ELA PRIVACY POLICY

The European Lawyers Association ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By completing and returning your ELA membership form or application form for the ELP, you are accepting and consenting to the practices described in this policy.

For the purpose of the General Data Protection Regulation (**GDPR**), the data controller is the European Lawyers' Association, an association established in Belgium as an *Internationale Vereniging zonder Winstoogmerk*, having its registered address at Lambroekstraat 5a, 1831 Diegem.

INFORMATION WE COLLECT FROM YOU

We will collect and process the following data about you:

- **Information you give us.** This is information about you that you give us by filling in forms on our site <https://european-lawyers.org/> (**our site**) or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you become a member, apply for the European Lawyers Programme or register for one of our events and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number.
- **Information we collect about you.** With regard to each of your visits to our site we will automatically collect the following information:
 - technical information, including the Internet protocol (IP) address used to connect your computer to the Internet;
 - information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs).

COOKIES

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. We also use cookies to understand the usage by our members of the site.



USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- **Information you give to us.** We will use this information:
 - to carry out our obligations arising from your membership and provide you with the information regarding your membership, our activities and other information you request from us;
 - to provide you with information from other members who have submitted their information to the site;
 - to notify you about our activities;
 - to ensure that content from our site is presented in the most effective manner for you and for your computer.
- **Information we collect about you.** We will use this information:
 - to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
 - to improve our site to ensure that content is presented in the most effective manner for you and for your computer; and
 - as part of our efforts to keep our site safe and secure.

DISCLOSURE OF YOUR INFORMATION

You agree that we have the right to share your personal information with:

- Any member of the European Lawyers Association.
- Selected third parties including:
 - Members of the Faculty of Advocates in Scotland and the Judiciary with regards to information received from applicants to the European Lawyers Programme;
 - Our website and database providers; and
 - analytics and search engine providers that assist us in the improvement and optimisation of our site.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you will be transferred to, and stored at, a destination within the European Economic Area ("EEA") (i.e. Belgium and Germany). We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our website provider's secure servers. Our website provider is held to comply with all relevant data protection laws and data security requirements through



a data processing agreement which we have in place with them.

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

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 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.

YOUR RIGHTS

We will not use your personal data for marketing purposes nor will we sell any of your personal data to third parties.

You have the right to request deletion of your personal data at any time and can do so by e-mailing info@european-lawyers.org

HOW LONG WILL WE USE YOUR PERSONAL DATA FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

You can request details of retention periods by contacting us on info@european-lawyers.org

ACCESS TO INFORMATION

GDPR gives you the right to access information held about you. Your right of access can be exercised by contacting us on info@european-lawyers.org .

CHANGES TO OUR PRIVACY POLICY

Any changes we make to our privacy policy in the future will be posted on our site and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to info@european-lawyers.org