Themis Advocates Privacy Policy

Our contact details

Themis Advocates

Parliament House, Edinburgh EH1 1RF

0131 226 2881

clerks@themis-advocates.co.uk

The type of personal information we collect.

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name, organisation, demographic area and contact details)

How we get 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:

* Putting you in touch with the right contact, including an Advocate, in order to expedite a request for instruction you have made to us.
* Attending one of our events.
* Finding out more about our services.

We use the information that you have given us in order to:

* Expedite a request you have made to us.
* Improve our services.
* Invite you to a Themis Advocates event.

We may share this information only within Themis Advocates or the Faculty of Advocates.

Under the General Data Protection Regulation (GDPR), the lawful bases 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:** clerks@themis-advocates.co.uk

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

How we store your personal information

Your information is securely stored on our database.

We keep your information until such time that we are instructed to destroy it. We will then dispose your information by removing it from our digital system and destroying any paper copies held on site at Parliament House.

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 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 **clerks@themis-advocates.co.uk**if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Themis Advocates

Parliament House, Edinburgh EH1 1RF

0131 226 2881

clerks@themis-advocates.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>