

## Data protection and AWSL

Under the UK GDPR / Data Protection Act 2018 and EU GDPR, we have a legal duty to protect any personal information we collect from you. We do not pass on your details to any third party or government department unless you give us permission to do so, or the law requires/permits it. We use your personal information in order to identify, plan, deliver and monitor services that we provide to you. This policy will prevail in the event of any conflict with any other data protection policies or procedures (for example, the AWSL website has its host standard data protection policy).

### Data protection statement

Any personal information you give to us will be *processed* in accordance with the UK GDPR / Data Protection Act 2018 and GDPR. We will use this information to process your membership request, renewal of your membership and to provide any relevant further information about our association and its activities (for example details of our website, online and in-person events). It will also be used to provide you with information about other organisations associated with our profession (for example, the Law Society of England and Wales, legal publications and other professional bodies).

The information which you give will be *used* for the following purposes: to enable us to create an electronic record of your application; to enable your application to be processed; to enable us to compile statistics, for our use or for use by other organisations [associated with our profession?] provided that no statistical information that would identify you as an individual will be published. The information will be kept securely with commercial software providers and with adequate security and insurance and will be kept in accordance with the time specified below.

During your membership, we will *collect and hold* your personal data. This information may include your name, address and contact details, including email address and telephone number and any other details requested on our membership form.

The legal basis for collecting/processing your data is 'contractual', your membership of the association. There are cases where the association has a legitimate interest in processing personal data during [and after] your membership of our association, to allow us to:

- maintain accurate and up-to-date records;
- administer your membership;
- ensure effective general administration;
- respond to and defend legal claims;
- to provide evidence required by [financial and regulatory](#) audits.

## Access and retention

Your personal data is held within our records database and accessed by our employees, contractors or committee members with authorised roles. You can check the information is accurate and up to date or exercise your rights as a data subject by making a request to our administrator email [AWSLondon@gmail.com](mailto:AWSLondon@gmail.com). We aim to respond as soon as practicable.

The association has internal policies and controls in place to ensure that your data is not, misused or disclosed, and is not accessed except by our employees, contractors or committee members in the proper performance of their duties.

The information that you provide us will be retained by us as part of your membership. Information will be kept for the duration of your membership plus 6 years following the end of your membership. [All initial enquiries will be kept until the following calendar year of your enquiry.](#)

## Complaints and people to contact

If you are not satisfied with the way the association has processed your personal data, we ask that you let us know so that we can try and put things right, or if you have any questions or concerns about your data.

If we are not able to resolve the issue to your satisfaction, you have the right to complain to the [Information Commissioner's Office](#).

The Data Controller is the Association of Women Solicitors London email [AWSLondon@gmail.com](mailto:AWSLondon@gmail.com).