



British Irish Commercial Bar Association Privacy Notice

The British Irish Commercial Bar Association (BICBA) ("we") are committed to protecting and respecting your privacy. We are the controller of your personal information that we have collected (as described below) under the data protection legislation, unless otherwise stated in this privacy notice.

If you have any queries regarding our use of your personal information, please contact us on enquiries@bicba.com

We collect your personal information when participate, and during your participation, in activities and events hosted by and in conjunction with the BICBA, including when you book to attend one of our events. As a result of this, we hold the following personal information for you: your name, address, email address and telephone number.

Why we use your personal information

We will use your personal information to monitor the operation of the BICBA, for our own internal monitoring purposes, to ensure that BICBA operates properly, to invite you to our events from time to time and, from time to time, send legal bulletins and updates to you.

We use your personal information in this way to provide you with the benefits of BICBA and to allow you to access member benefits where it is fair to do so either in our or someone else's interests to promote our events and services by sending you communications and ask you for your feedback so that we can seek to improve our events and services, where there is no disadvantage to you.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us by sending an email to: enquiries@bicba.com

Who we share your personal information with

Your personal information is processed by our Administrator and some sub-contractors or suppliers who provide us with services. This includes IT companies who host our IT systems. We use MailChimp, a US-hosted third party provider, to send out our marketing email communications who are certified as adhering to the EU-Privacy Shield. MailChimp's privacy policy can be accessed [here](#).

Where you book to attend one of our events, we may share your contact details with our speakers and exhibitors for the purposes of allowing them to understand who is in attendance. We will share this information in pursuit of the exhibitors' legitimate interests to understand their audience and to tailor their content and you may object to this sharing by contacting us at the above details.

We will not disclose or share any of this information with any other third parties.

How we store your personal information

We will protect your personal information in order to prevent unauthorised access to, or use or disclosure of, your personal information through a number of physical and technical security measures. Your personal information is stored on a secure electronic database that we have controlled access to. For the purposes of IT hosting and maintenance, the personal information we hold is located on servers within the United Kingdom.



How long we keep your personal information

We will retain your personal information for as long as is required for the purposes set out above. We have a data retention policy that sets out the periods and rules for retaining and reviewing all information that we hold. This sets out different retention periods, which depend upon the nature of the information, and you can request details by contacting us at enquiries@bicba.com

Your rights

You can exercise any of the following rights by contacting us at enquiries@bicba.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of the personal information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete that personal information;
- you have a right to request that we restrict the processing of the personal information that we hold about you for specific purposes;
- you have a right to object to us processing the personal data that we hold about you in certain circumstances;
- if you wish us to delete your personal information, you may request that we do so;
- you have a right to obtain and reuse the personal information that we hold about you for your own purposes in certain circumstances; and
- where we undertake any automated decision-making and profiling, you have certain rights in relation to such processing.

Any requests received by BICBA will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk