

**Northern Circuit Privacy Notice**

This Privacy Notice (the “Notice”) explains what personal data (information) we hold about you, how we collect it and how we use and may share that information about you. We are required to notify you of this information under relevant data protection legislation, including the General Data Protection Regulation and the Data Protection Act 2018. Please ensure that you read this Notice carefully and any other similar notice/s we may provide from time to time when we collect or process personal information about you.

**About Us**

The Northern Circuit, registered at Deans Court Chambers, 101 Walker Street, Preston, PR1 2RR (the “Circuit”) is a ‘data controller’ for the purpose of relevant data protection legislation for the information which it collects for the purposes of publishing news stories, events, appointments, membership listings and educational courses.

The Circuit also acts as a ‘data processor’ on behalf of its respective membership where data may be provided to the Circuit by those members for the purpose of sharing news stories, events, appointments and for holding contact information for those members on our website. A list of all members of the Circuit can be found on our website <https://www.northerncircuit.org.uk>

**Website, Digital Platforms & Cookies**

Please note that our website <https://www.northerncircuit.org.uk> and other digital platforms may contain links to third party websites / digital platforms which are provided for your convenience. The Circuit are only responsible for the privacy practices of our digital platform and we recommend that you check the privacy and security policies of each and every other website that you visit.

We use standard technology called ‘cookies’ on our website. Cookies are small pieces of information that are stored by the browser on your computer’s hard drive and they are used to record how you navigate websites on each visit.

You can access a copy of our Cookie Policy by visiting <https://www.northerncircuit.org.uk/cookies-policy/>

**Categories of Information**

Any and all personal data that we collect will be stored, used and protected in accordance with applicable data protection legislation.

We may supplement the information that you initially provide with other information that we obtain from our interaction/s with you however we will not use that information for purposes which are not clear when you provide your details.

We may collect the following information about you when you enquire about our organisation or submit an enquiry via the ‘Contact Us’ section of our website:

* Name
* Name of your organisation (if applicable)
* Address
* Email address
* Telephone number
* Details of your enquiry
* Year of Call

**Information Collection**

We may collect this information from you directly through the ‘Contact Us’ section of the website, by email, over the phone, by mail and/or in person.

We may also source information directly from our members and from government and judicial websites.

**Using Your Information**

We may use your data for the following purposes:

* To administer and provide products and/or services which you request or have expressed an interest in, such as upcoming events, judicial appointments, news stories, educational courses etc.
* To enable us to communicate with you about products and/or services which you have requested or expressed an interest in, such as upcoming events, judicial appointments, news stories etc.
* To communicate with you in the event that any products and/or services which you have requested or expressed an interest in are unavailable
* To maintain a contact database
* For record keeping purposes
* To personalise and tailor communications to you based on your preferences

The processing of personal data is necessary for the purposes of providing products and/or services including notifications about upcoming events, judicial appointments, news stories, publication of Circuit membership details and to tailor our communications to you in line with your preferences.

We do not process special categories of personal data.

**Marketing**

The Circuit does not conduct marketing activities however you can ask for your details to be removed from our database at any time by contacting **admin@northerncircuit.org.uk****.**

**Sharing Information**

We do not use your data for purposes which are unclear when you provide your details and will not disclose data outside of the Circuit for any reasons.

**Transfer of Data Outside the EEA**

The Circuit does not transfer data outside of the EEA as a general rule. In the event there is a requirement to transfer data outside of the EEA for any purpose the Circuit will take all necessary steps to ensure the data is afforded the same safeguards and controls as those applied within the EEA.

**Data Retention**

The Circuit will retain your data for as long as is reasonably necessary for the required services, provision of communication and notifications to be provided to you and will not be retained indefinitely or for reasons incompatible with relevant data protection legislation. You may request that the Circuit delete your data at any time by contacting **admin@northercircuit.org.uk****.**

**Security of Your Information**

The Circuit takes the security of personal information seriously and has appropriate safeguards and controls in place to ensure that data is kept secure and is only accessed by those individuals authorised to do so and where there is a legitimate need to access the data.

**Your Rights**

Under both the General Data Protection Regulation and the Data Protection Act 2018 you have a number of important rights regarding your personal information. In summary these rights are as follows:

* The right to request access to personal information;
* The right to request inaccurate information to be amended;
* The right to request a restriction to the processing of personal information;
* The right to request personal information held by the Circuit to be deleted in certain circumstances;
* The right to request a copy of the personal information which has been provided to the Circuit;
* The right to object to the processing of personal information or the continued processing of personal information; and
* The right to request not to be subject to automated decision making

These rights are subject to the conditions and restrictions set out in the General Data Protection Regulation and the Data Protection At 2018. Further information regarding your rights can be found by visiting <https://www.ico.org.uk>

Should you wish to make a request to exercise any of the above rights you should contact us via email at admin@northercircuit.org.uk or write to us at:

**Clare Calder, The Northern Circuit, Deans Court Chambers, 101 Walker Street, Preston PR1 2RR**

We will respond to you within one month from when we receive a valid request.

**Complaints**

Should you have a complaint regarding any aspect of your personal data or this Notice please contact us via email at admin@northerncircuit.org.uk or write to us at the above address.

If you are not satisfied with the outcome of your complaint you may wish to write to the Information Commissioner’s Office at the following address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

You may also contact the Information Commissioner’s Office by visiting their website <https://www.ico.org.uk>

**Privacy Notice Changes**

We may change this Notice from time to time and will inform you, usually in writing or by publishing updated content to our website <https://www.northerncircuit.org.uk>