

**PRIVACY NOTICE FOR**

**BILA MEMBERS, GUESTS AND SPEAKERS**

Welcome to BILA's privacy notice for members and guests and for speakers at BILA events.

BILA respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data when you apply to become a BILA member or to participate in BILA events as a guest or speaker and tell you about your privacy rights and how the law protects you.

It is important that you read this privacy notice together with our website privacy policy which contains more detailed information about our data processing.

**1. IMPORTANT INFORMATION AND WHO WE ARE**

BILA is the controller and responsible for your personal data.

**CONTACT DETAILS**

Full name of legal entity: British Italian Law Association - BILA

Email address: pat.deeley@bila.biz

Postal address: c/o Pini Franco LLP, 22-24 Ely Pl, London EC1N 6TE.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](file:///\\gbslo3imanf02\WorkSite\Users\DAS.RCampbell\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\I6VHB2DF\www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

**2. THE DATA WE COLLECT ABOUT YOU**

We may collect, use, store and transfer different kinds of personal data about you as follows:

**Identity Data**, which include title, first name, last name, professional qualification, username or similar identifiers, gender, image (photo or video).

**Contact Data**, which includes home address, billing address, telephone number and email address.

**Financial Data**, which include your bank account and payment card details.

**Transaction Data**, which include details about payments to and from you.

**Special Category Data relating to your health**, which include details about your food allergies.

We do not collect any other special categories of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, other information about your health and genetic and biometric data). Nor do we collect information about your criminal convictions and offences.

**3. HOW WE USE YOUR PERSONAL DATA**

We will only use your personal data when the law allows us and for the purpose for which we collected it which include the following:

* To register you as a BILA member.
* To manage your relationship with us.
* To enable you to participate in events organised by BILA.
* To promote our events and activities including in BILA’s printed publications, presentations, promotional materials or on BILA’s website (www.bila.biz).

Generally, we do not rely on consent as a legal basis for processing your personal data.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

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.

**4. HOW WE SHARE YOUR PERSONAL DATA AND INTERNATIONAL TRANSFERS**

We do not normally transfer, store and process your personal data outside the United Kingdom, however we may occasionally transfer your data to the European Economic Area.

Whenever we transfer your personal data out of the UK, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

* We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data.
* Where we use certain service providers, we may use specific contracts approved for use in the UK which give personal data the same protection it has in the UK.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the UK.

**6. YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data. You may have the following rights:

* **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
* **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
* **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
* **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
* **Request restriction** of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
* **Request the transfer** of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
* **Withdraw consent** at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

**Exercising your rights**: You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

**7. FURTHER DETAILS**

If you are looking for more information on we process your personal data, including on lawful processing bases, please access our website privacy policy.