



# BILA AWARD APPLICATION FORM

Please complete, sign and submit this form together with (i) a copy of a photo ID document; (ii) proof of your current university enrolment and (iii) your essay (PDF file).

Applicant's Name: .....

Date and Place of Birth: .....

Home Address: .....

.....

Tel. No: .....

Email address: .....

University: .....

Registration number (*numero di matricola*) .....

Signed ..... Date: .....

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## BRITISH ITALIAN LAW ASSOCIATION

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## PRIVACY NOTICE

Welcome to BILA's privacy notice.

This privacy notice provides information on how the British Italian Law Association (BILA) collects and processes your personal data when you apply to participate in the BILA AWARD.

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 participate in the BILA Award 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](mailto:pat.deeley@bila.biz)

Postal address: c/o Druces LLP, Salisbury House, London Wall, London EC2M 5PS.

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](http://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 name or similar identifies, date of birth and place of birth, passport (or other photo ID), university enrolment information.

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

We do not collect any 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, 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 an applicant to the BILA Award.
- To manage your relationship with us.
- To enable you to participate in the BILA Award competition.

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 share your personal data with external third parties. We do not transfer, store and process your personal data outside the European Economic Area.

## 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 data security and data retention, please access our website privacy policy.