



Law Society of Ireland

Privacy Statement for Continuing Professional Development

We are the Law Society of Ireland of Blackhall Place, Dublin 7, Ireland (the “**Law Society**”, “**we**”, “**us**”, “**our**”). We are the educational, representative and regulatory body of the solicitors' profession in Ireland.

We take our responsibilities under applicable data protection law, including the General Data Protection Regulation and implementing legislation such as the Data Protection Act 2018 very seriously. The purpose of this notice is to inform you of the data relating to you that we may collect and use in connection with your continuing professional development (“**CPD**”), and the uses (including disclosures to third parties) we may make of such data.

The Law Society is the controller of this personal data. If you have any questions about our use of your personal data, please contact us at dataprivacy@lawsociety.ie.

Personal Data that we collect and Process

We will collect and process personal data relating to you in connection with your CPD. This personal data may include:

- your name and contact details, including your home address, your practising address, phone number, email address and post code;
- your firm's name;
- your Law Society of Ireland identification number;
- evidence and/or records of your attendance at Law Society Professional Training or Diplomas, including Certificates of Attendance;
- where relevant, details and evidence of an illness or extenuating circumstances;
- any other personal data which you provide to us directly (e.g. medical records).

Purposes of Processing and Legal Basis

We will use personal data relating to you for the purposes of:

- monitoring compliance with the Solicitors (Continuing Professional Development) Regulations 2017 (the “**CPD Regulations**”);
- where relevant, processing your application to the Education Committee;

- complying with our legal and regulatory obligations, including under the CPD Regulations;

The legal bases on which we collect, process and transfer your information in the manner described above are:

- our legitimate interests in regulating the solicitors' profession in Ireland and ensuring the proper management and functioning of the Law Society. We will not process your personal data for these purposes if to do so would constitute an unwarranted interference with your own interests, rights and freedoms; and
- that this is necessary for compliance with a legal or regulatory obligation that applies to us; and
- to perform a task carried out in the public interest.

The legal bases on which we collect, process and transfer special categories of data relating to you in the manner described above are:

- that the processing is necessary for reasons of substantial public interest; and
- that you have given your explicit consent to such processing.

Recipients of Data

We may disclose your personal data to other organisations in connection with the above purposes, including:

- where you submit an application, your application will be submitted to the Law Society Education Committee;
- to third parties who we engage to provide services or benefits to us or to you, such as professional advisers, auditors, insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law.

Requirement to Provide Data

You are under a statutory duty to provide us with any written record and written verification maintained by you to verify your hours of CPD if requested to do so. If you do not provide us with this information, you will be in breach of your applicable statutory obligations. Breach of the CPD Regulations may be found by the Solicitors Disciplinary Tribunal to be misconduct.

Retention

We will not hold your data for longer than is necessary. We may retain your personal data for the duration of your relationship with the Law Society and for such period of time thereafter as is necessary to comply with our legal and regulatory obligations.

Your rights

You have the following rights, in certain circumstances and subject to certain restrictions, in relation to your personal data:

- *Right to access the data* – You have the right to request a copy of the personal data that we hold about you, together with other information about our processing of that personal data.
- *Right to rectification* – You have the right to request that any inaccurate data that is held about you is corrected, or if we have incomplete information you may request that we update the information such that it is complete.
- *Right to erasure* – You have the right to request us to delete personal data that we hold about you. This is sometimes referred to as the right to be forgotten.
- *Right to withdraw your consent* – Where our processing of your personal data is based on you having provided your consent, you have the right to withdraw such consent.

If you wish to exercise any of the rights set out above, please contact us at dataprivacy@lawsociety.ie.

Complaints

If you have any queries or complaints in connection with our processing of your personal data, you can contact us at dataprivacy@lawsociety.ie.

You also have the right to lodge a complaint with the Irish Data Protection Commission if you are not happy with the way we have used your information or addressed your rights. Details of how to lodge a complaint can be found at (<https://www.dataprotection.ie/docs/Contact-us/11.htm>) or you can call the Data Protection Commission at 353 (0)761 104 800.