

Event Title: The Fundamentals of Commercial Contracts

Event Code: F1802

Welcome to your Law Society Finuas Skillnet training programme. This Trainee Profile Form is used by the Law Society Finuas Skillnet and Skillnet Ireland to collect profile information relating to participants on training programmes partially or fully-funded by Skillnet Ireland from the National Training Fund through the Department of Education and Skills (DES).

We ask you to complete this Form where you will share certain personal details. At the end of your training programme you will be asked to complete a Reaction to Learning Form. The data you provide is invaluable to our continued efforts to provide a wide range of relevant and desirable training programmes, to communicate with you, and to enable us to operate effectively.

The Law Society Finuas Skillnet and Skillnet Ireland will comply with all applicable Data Protection Legislation in the processing of the information and personal data provided by you in this Form and the Reaction to Learning Form. Your data will be processed in line with our Privacy Statement at page four of this document and in accordance with the Skillnet Ireland Trainee Privacy Statement which can be accessed at: <https://www.skillnetireland.ie/data-protection/Skillnet-Ireland-Trainee-Privacy-Statement>

Your information will be shared with third parties in certain specific circumstances:

- 1) for the purposes of delivering Skillnet Ireland training programmes via the Law Society Finuas Network
- 2) for the purposes of securely storing participant information with our IT services provider
- 3) for the purpose of conducting surveys to evaluate the quality and impact of the programmes delivered by the Learning Network. For such surveys, you may be contacted at some point in the future (no longer than 24 months following completion of your training either by telephone or email
- 4) for the purpose of providing DES with statistical information to help inform national policy in relation to skills. Only aggregated and statistical data will be reported to the DES.

Should you have any queries in relation to this information please email: finuasskillnet@lawsociety.ie or the Skillnet Ireland Data Protection Officer at dpo@skillnetireland.ie

Section A: TO BE COMPLETED BY ALL TRAINEES

First Name _____ **Surname** _____

Phone number _____ **Email Address:** _____

Gender: Male Female **Home County:** _____

Please select your own range below:

- Under 20 20-24 25 – 29 30 – 34 35 – 39 40-49 50-59 Over 60

Please select your highest attainment level on the National Framework of Qualifications (NFQ):

- | | |
|---|--|
| <input type="radio"/> NFQ 1 Certificate | <input type="radio"/> NFQ 6 Advanced/Higher Certificate |
| <input type="radio"/> NFQ 2 Certificate | <input type="radio"/> NFQ 7 Ordinary Bachelor Degree |
| <input type="radio"/> NFQ 3 Junior Certificate | <input type="radio"/> NFQ 8 Honours Bachelor Degree/Higher Diploma |
| <input type="radio"/> NFQ 4 Leaving Certificate | <input type="radio"/> NFQ 9 Masters Degree/Post Graduate Diploma |
| <input type="radio"/> NFQ 5 Leaving Certificate Honours | <input type="radio"/> NFQ 10 Doctoral Degree |

By checking the box below, I agree to provide Skillnet Ireland with my personal data and permit it to process and store this personal information for the purposes described above and under the terms of the Skillnet Ireland Trainee Privacy Statement

Signature: _____ **Date:** _____

Section B: PAYMENT DETAILS

Fee: € Discounted* Fee: € (*Law Society Finuas Skillnet members)

I enclose a cheque in the sum of € payable to the **LAW SOCIETY FINUAS SKILLNET**

You are authorised to charge to my credit card € _____

MASTERCARD **VISA**

Card No: □□□□ □□□□ □□□□ □□□□ **Expiry Date:** □□/□□ **CVV2*:** □□□

*(last 3 digits of security code on reverse of card)

Cardholder’s Signature: _____

The Law Society Finuas Skillnet Team reserves the right to cancel a training event due to unforeseen circumstances or substitute speakers without prior notice.

Payment: Payment must accompany registration and be made by cheque or credit card. Please make sure all cheques are made payable to the **Law Society Finuas Skillnet ONLY**.

Cancellation: Cancellations must be received in writing (email accepted) three working days before the training event. Cancellations received after this will incur the full training event fee. In this instance a copy of the materials will be posted out following the training event.

Substitute Attendance: If you are unable to attend, a substitute from your firm may attend in your place. Please inform us of any changes in advance of the training event.

Acknowledgement of Registration: If you have not received acknowledgement of your training event registration one week before the training event, please telephone the Law Society Finuas Skillnet Team in Dublin on **01 881 5727** or by e-mail: finuasskillnet@lawsociety.ie

CPD Hours: The number of hours indicated in Law Society Finuas Skillnet training brochures, are intended as a guide only. Actual attendance at training events should only be claimed as part of your requirement.

Contact Details: Please return all completed forms to Law Society Finuas Skillnet Team, Law Society of Ireland, Blackhall Place, Dublin 7. DX 79 Dublin **Telephone:** 01 881 5727 **Fax:** 01 672 4890 **Email:** finuasskillnet@lawsociety.ie **Website:** www.lawsociety.ie

For further information on Skillnet Ireland and our Learning Networks please visit www.skillnetireland.ie

Law Society Finuas Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



An Roinn Oideachais agus Scileanna
Department of
Education and Skills





Law Society of Ireland

Privacy Statement for Law Society Professional Training

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**”) with Law Society Professional Training (“**LSPT**”), including the Law Society Finuas Skillnet.

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 LSPT. This personal data may include:

- your name and contact details, including your address, phone number, email address and post code;
- your age range;
- your nationality;
- your gender;
- your highest attainment level on the National Framework of Qualifications;
- your employment status;
- your work and personal phone number;
- where relevant, details of your current employment, including the name of your company and your job title;
- where relevant, details of your social welfare payments;
- where relevant, your solicitor number;
- any special dietary requirements you may have;
- your debit/credit card or bank account details;
- details of the fees paid to us and how they are paid;

- details of your attendance at LSPT courses;
- any other personal data which you provide to us directly for example medical records, photographs and testimonials.

Purposes of Processing and Legal Basis

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

- processing your application to participate on a LSPT course;
- carrying out research and surveys to evaluate the quality and impact of LSPT courses;
- communications with you to inform you about training and networking events;
- for marketing purposes where your express consent has been given to use your personal data.

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

- that this is necessary for the performance of a contract with you or in order to take steps at your request prior to entering into a contract;
- 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 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:

- to third parties who we engage to provide services or benefits to us or to you, such as professional advisers, auditors, examiners, insurers and outsourced service providers;
- to competent regulatory authorities and other bodies as requested or required by law, including the Department of Social Protection; and
- to Skillnet Ireland and other relevant Government and EU agencies to comply with legal or regulatory obligations.

Requirement to Provide Data

You are not under a statutory or contractual duty to provide us with any personal data. However, there are some pieces of information that you must provide to us so that we can process your application to participate on a LSPT course. If you do not provide us with this information, you may not be able to attend the LSPT course.

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.

Transfers Abroad

In connection with the above we might transfer your personal data outside the European Economic Area, including to a jurisdiction which is not recognised by the European Commission as providing for an equivalent level of protection for personal data as is provided for in the European Union. If and to the extent that we do so, we will ensure that appropriate measures are in place to comply with our obligations under applicable law governing such transfers. These may include entering into a contract governing the transfer that contains the 'standard contractual clauses' approved for this purpose by the European Commission. If you would like to receive further details of the measures that we have taken in this regard, please contact us at dataprivacy@lawsociety.ie

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 restriction of processing or to object to processing* – You have the right to request that we no longer process your personal data for particular purposes, or to object to our processing of your personal data for particular purposes.
- *Right to data portability* – You have the right to request us to provide you, or a third party, with a copy of your personal data in a structured, commonly used machine readable format.
- *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 ([Data Protection Commissioner Website](#)) or you can call the Data Protection Commission at 353 (0)761 104 800.