



**Law Society  
of Ireland**

**LAW SOCIETY  
PRIVACY NOTICE  
(EXTERNAL)**





# LAW SOCIETY PRIVACY NOTICE (EXTERNAL)



## Privacy Notice

**Effective date:** [ insert date ]

### Who are we?

We are [insert name and address of law firm], a law firm operating in [insert town/region], providing legal services. [insert law firm name] is the Data Controller in respect of Personal Data which we collect and process to provide legal services.

### Details of Personal Data processing

We collect and process “Personal Data.” Personal Data means any information about an individual from which that person can be identified. This is data that identifies you or can be used to identify you and may include your name, address, e-mail address, phone number.

In the course of our business, we collect and process Personal Data as set out in this Privacy Notice. This may include data we receive directly from Data Subjects. A “Data Subject” is a person who can be identified directly or indirectly through Personal Data.

Personal Data may include data we receive directly from a Data Subject (for example, by completing forms or by corresponding with us by mail, phone, email) and data we receive from other sources (including, for example, parties to litigation).

We will only process Personal Data for the purposes set out in this Privacy Notice or for any other purposes specifically permitted by applicable law.

### Scope

This Privacy Notice sets out the basis on which any Personal Data we collect from you, or from others, will be processed by us. This data may be collected directly from you offline (eg information you share with us through forms, in a meeting or other means) or online when you visit our web site.

Please read the following carefully to understand our practices regarding your Personal Data and how we treat it. Any queries about this Privacy Notice can be sent to our [ **Data Protection Officer OR Data Protection contact point** ] at [ **insert contact point email** ]

*For law firms to indicate which applies to your law firm: Refer to the Law Society GDPR Guide for guidance on whether your firm requires a DPO [www.lawsociety.ie/intellectual-property--data-protection-law](http://www.lawsociety.ie/intellectual-property--data-protection-law)*

# Information we collect about you and purposes of processing

We have set out in the table below details of the types of Personal Data, purposes and lawful basis for its processing.

Type of Data Collected	Purposes and Details of the Processing Activity	Lawful Basis for Processing
<b>Personal Data</b>		
<b>Provision of legal services</b> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Title</li> <li>• Company (if relevant)</li> <li>• Phone/email address</li> <li>• ID (passport/drivers' licence)</li> <li>• Information you give us in order to provide legal services</li> </ul>	<ol style="list-style-type: none"> <li>1. We process your Personal Data to provide legal services to you. This allows us to provide legal advice and to act on your behalf in proceedings. This includes instructing and liaising with counsel and counterparties.</li> <li>2. We also process this data to carry out anti-money laundering checks or other checks that are required by law.</li> </ol>	Contract, Legal Obligation
<b>Administration and billing of clients</b> <ul style="list-style-type: none"> <li>• Bank account details (IBAN, BIC)</li> </ul>	We process your Personal Data to facilitate payment for legal services.	Contract
<b>Website visit</b> <ul style="list-style-type: none"> <li>• IP address</li> <li>• Cookie preferences</li> </ul>	The website uses cookies so that we can provide you with the best user experience possible. Cookie information is stored in your browser and performs functions such as recognizing you when you return to our website and helping our team to understand which sections of the website you find most interesting and useful.	Consent

Type of Data Collected	Purposes and Details of the Processing Activity	Lawful Basis for Processing
<p><b>Communications data</b> When you communicate with us, we may collect the following data:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> <li>• Details in relation to your request</li> </ul>	<p>We process your Personal Data to contact you if required to respond to any communications you might send to us.</p>	<p>Contract</p>
<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Email address</li> <li>• Phone number</li> </ul>	<ol style="list-style-type: none"> <li>1. We process your Personal Data to communicate with you where you have consented to receiving marketing communications from us about services we provide and events organized by us.</li> <li>2. We also process your Personal Data to provide you with legal updates and newsletters to which you have subscribed.</li> <li>3. We always include an unsubscribe button in our communications, so you can opt out of receiving such communications at any time.</li> </ol>	<p>Consent</p>
<p><b>Recruitment/job applications</b></p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Title</li> <li>• Phone/email address</li> <li>• CV</li> <li>• Completed application form (where relevant)</li> </ul>	<p>We process your Personal Data to consider your job application, to contact you about the interview process and to communicate the result of the job application process to you.</p>	<p>Consent, Legal Obligation</p>

Type of Data Collected	Purposes and Details of the Processing Activity	Lawful Basis for Processing
<b>CCTV</b>	We operate CCTV at our office premises. If you visit our offices your image might be captured on CCTV which is deployed for safety, security and administrative purposes based on the firm's legitimate interest to maintain a secure premises.	Contract, Legitimate Interests, Legal Obligations
<b>Special Category/Criminal Convictions and Offences Data</b>		
<p><b>Only where relevant in the context of the client legal matter:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> <li>• Trade union membership data</li> <li>• Racial/ethnic origin data</li> <li>• Data on political opinions</li> <li>• Data on religious or philosophical beliefs</li> <li>• Genetic data/biometric data</li> <li>• Sexual orientation data/ data concerning person's sex life</li> <li>• Details of criminal convictions and offences where necessary to provide the services</li> </ul>	We process this data where relevant in the context of the legal matter we are contracted to advise on.	Contract, Legal Obligation, Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
<p><b>Only where relevant in the context of recruitment/job applicants:</b></p> <ul style="list-style-type: none"> <li>• Health data</li> <li>• Racial/ethnic origin data</li> <li>• Background checks / vetting which may include details of criminal convictions</li> </ul>	We process this data where relevant for the purposes of recruitment. You have the right to withdraw this consent at any time, but any processing that we have carried out before you withdrew your consent remains lawful.	Consent, Legal Obligation

When you become our client, the processing of your personal data, and/or that of members of your team who you nominate to liaise with us, will become a condition of the contract between us. If you do not provide your information when requested, we may be unable to provide our services to you.

### **Who do we share your Personal Data with?**

While providing legal services to you, we may be required or permitted to share your Personal Data with certain categories of third parties. Any such disclosure will be made only to the extent necessary and in accordance with our legal obligations.

The categories of third parties with whom we may share your Personal Data, and the basis on which we do so, are set out below.

- **Other parties to litigation including law firms and counsel (where relevant in the provision of our services to you)**
  - In contentious or transactional matters, it may be necessary to disclose certain Personal Data to opposing parties, their legal representatives, mediators, arbitrators, or other participants in dispute resolution processes. Any such disclosure will be limited to what is strictly necessary for the conduct of the matter.
- **Counsel, consultants, witnesses, experts, statutory and regulatory authorities**
  - We may be required by law to disclose your Personal Data to statutory bodies and public authorities, including but not limited to:
    - An Garda Síochána, where we are under a legal obligation to report, cooperate with an investigation, or comply with a court order or warrant.
    - Courts Services and the judiciary, including in the context of issuing or responding to proceedings, filing documents, or complying with orders of any court or tribunal of competent jurisdiction.
    - The Revenue Commissioners, in connection with our legal obligations.
    - The Law Society of Ireland, in the exercise of its regulatory, disciplinary, or complaints-handling functions.
    - Other competent public authorities or regulatory bodies, where disclosure is required by law or necessary for compliance with a legal obligation to which we are subject.
- **Business transfers**

In the event that our firm is subject to a merger, acquisition, restructuring, sale of all or part of our practice, or similar transaction, your Personal Data may be transferred to the successor practice or acquiring entity as part of that transaction. We will take reasonable steps to ensure that any such recipient is bound by obligations of confidentiality and data protection equivalent to those that apply to us. You will be notified of any such transfer to the extent required by applicable law.

Attached below in Schedule 1 is a list of all categories of third-party Data Processors with whom your Personal Data is shared.

### **Third-party information**

While providing services to you, we may obtain information about you from third parties and/or you may give us information about third parties. This can include other parties to litigation or a transaction etc. All such information we receive is subject to our firm's professional confidentiality and secrecy obligations. For example, we may process data relating to beneficiaries under a will where the firm is taking out a grant of probate or information about third parties provided as part of a transaction.

### **How long do we keep hold of your information?**

We only collect the amount of Personal Data that is necessary for us to provide you with our services and to fulfil our obligations. We will only keep that data for as long as necessary.

Do we transfer your information outside the European Union or European Economic Area (EEA)?

Are any of the service providers/suppliers used by your firm located outside the EU or the EEA (Norway, Iceland Liechtenstein) OR for example does your IT Cloud provider store your client/staff data in a country outside the EU/EEA?

### **If No, choose the following wording:**

No, the recipients set out in Schedule 1 are all located inside the EU/EEA.

### **If yes, choose the following wording:**

The recipients set out in Schedule 1 may be located inside or outside the EU/EEA.

- Certain recipients are in a country outside of the EU/EEA that is recognized as providing an adequate level of data protection from an EU General Data Protection Regulation perspective. These countries are: The UK, Andorra, Argentina, Brazil, Canada (commercial organizations), Faroe Islands, Guernsey, Israel, Isle of Man, Japan, Jersey, New Zealand, Republic of Korea, Switzerland, and Uruguay. (For copies of the EU Commission adequacy decisions in relation to each of these countries, refer to [commission.europa.eu](http://commission.europa.eu))
- Certain recipients in the U.S. are certified under the EU-U.S. Data Privacy Framework and thereby also recognized as providing an adequate level of data protection from a European data protection law perspective.
- Other recipients may be in countries which do not adduce an adequate level of protection from an EU General Data Protection Regulation perspective. All necessary measures will be taken to ensure that transfers out of the EU/EEA are adequately protected as required by applicable data protection law.
- With respect to transfers to countries not providing an adequate level of data protection, we may base the transfer on appropriate safeguards, such as standard data protection clauses adopted by the European Commission (“Standard Contractual Clauses”) or by a supervisory authority, approved Binding Corporate Rules, approved code of conducts together with binding and enforceable commitments of the recipient, or approved certification mechanisms together with binding and enforceable commitments of the recipient.
- The data transfer to Data Processors which are neither certified under the EU-U.S. Data Privacy Framework nor in a country with an adequacy decision will typically also be protected by such standard data protection clauses.

### **Automated decision- making, profiling and artificial intelligence:**

We do not use automated decision-making without human intervention, including profiling, in a way that produces legal effects concerning you or otherwise significantly affects you.

We use artificial intelligence in line with our AI Policy. For further details contact **[insert AI contact point]**.

## What are your rights with respect to your Personal Data?

### You have the following rights:

- The right to request a copy of the Personal Data we hold relating to you.
- The right to require us to rectify any inaccurate Personal Data about you without undue delay.
- The right to have us erase any Personal Data we hold about you in circumstances such as where it is no longer necessary for us to hold the Personal Data or, in some circumstances, if you have withdrawn your consent to the processing.
- The right to object to us processing Personal Data about you such as processing for direct marketing.
- The right to request a restriction of the processing of your Personal Data.
- The right to data portability which allows you to move copy or transfer Personal Data from one organisation to another.
- The right not to be subject to a decision based solely on automated decision-making including profiling (subject to certain statutory restrictions).

Please note that these rights are not absolute rights and may be subject to statutory restrictions. You may exercise any of the above rights by contacting our Data Protection Officer OR Data Protection contact point at [\[ insert contact details \]](#)

For law firms to indicate which applies to your law firm: Refer to the Law Society GDPR Guide for guidance on whether your firm requires a DPO [www.lawsociety.ie/intellectual-property--data-protection-law](http://www.lawsociety.ie/intellectual-property--data-protection-law)

Where our processing of your Personal Data is based on your consent to that processing (marketing), you have the right to withdraw that consent at any time, but any processing that we have carried out before you withdrew your consent remains lawful.

You may make a complaint with respect to our processing of your Personal Data to the Data Protection Commission.

### Changes to this Privacy Notice

We may update our Privacy Notice from time to time. We will notify you of any changes by posting the new Privacy Notice on this Website. We will let you know of the changes by updating the “effective date” on top of this Privacy Notice.

### Contact us

If you like to exercise any of your data protection rights or if you have any questions about this Privacy Notice, please contact us:

- By email: [\[insert email\]](#)
- By phone: [\[insert phone number\]](#)

# Schedule 1

We have set out below a list of categories of third-party Data Processors with whom we share your data.

[ Add or delete as relevant to your law firm ]

## Categories of recipients

- Cloud Services Provider
- IT Service Providers
- Email Service Providers
- Accounting/Tax Services Providers
- Client Relationship Management System Providers
- Confidential Waste Disposal Providers
- Document Management Providers
- Archiving/Storage Providers
- eSignature Service Providers
- Data Room Service Providers
- Online Surveys and Feedback Forms Service Provider
- Website Provider
- PR/Marketing Service Provider
- CCTV Provider



**This resource was developed by Pembroke Privacy in consultation with the Law Society of Ireland.**

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