

Privacy Notice

This privacy notice explains what personal data Future City Lawyers Limited (“FCL”) holds about you, how it is used, stored, kept safe and your rights in relation to this personal data. Personal data is any information relating to an identified or identifiable natural person. An identified or identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

IMPORTANT INFORMATION AND WHO WE ARE

This privacy notice tells you what to expect when FCL collects (either directly or via a third party) and processes your personal information .

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

Controller

Future City Lawyers Limited is the controller and responsible for your personal data (collectively referred to as ‘we’, ‘us’ or ‘our’ in this privacy notice).

Contact details

If you want to request information about our privacy policy, you can email us at info@futurecitylawyers.com

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 30 November 2020.

Duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third party links

Our documents may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website or e-newsletters, we encourage you to read the privacy notice of every website you visit.

If you contact us via social media, the personal information you provide will remain on that platform and that platform will be the data controller. We encourage you to read the privacy notice of the relevant platform.

Third party data processors

We use third party service providers for parts of our website, IT systems and when we communicate digitally with you. Sometimes they will process the personal information which you provide us with.

What type of personal data we collect from you

FCL will collect personal data directly from you when you fill in forms on the website , make any purchases from the FCL website, contact us ,or by corresponding with us by phone, e-mail or in person during a meeting with us. This includes personal data you provide when you register on our website, the FCL Introductory Course, the FCL Summer School , FCL webinars, products or services, and when you report a problem with the same. This personal data includes, but is not limited to:

- your name, address, university you attend and course ;
- contact details: email address and phone number;
- qualifications and examination/ university ,A Level grades and your CV;
- work experience and extracurricular activities; and
- information we collect automatically from you: the university you attend and other information from public sources.

You are under no obligation to provide us with any such personal data. However, if you choose to withhold the information we request, you will not be able to purchase any of our products or services.

By completing various forms or contact forms, you acknowledge that the information you have provided, including but not limited personal data, will be shared with law firms that have an association with FCL or other law firms, organisations or people that have a relationship with FCL, who may contact you directly .

When you visit the FCL website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Google Analytics uses cookies to collect information about how visitors use the FCL website. We use the information to compile reports and to help us improve the FCL website. The cookies collect information in an anonymous form, including the number of visitors to the FCL website, where visitors have come to the FCL website from and the pages they have visited.

Why we use your personal data

The personal data we collect from you will only be used for the purposes providing you with relevant information about FCL, the FCL courses , programmes and webinars, other products, books or other publications and information regarding the law firms that have an association with FCL or other law firms, organisations or people that have a relationship with FCL. In compliance with Article 6 of the General Data Protection Regulation (**GDPR**), there must be a purpose and a valid lawful basis for us to collect and process your personal data. Of the six lawful bases which are set out within Article 6 of the GDPR, we rely upon the following:

- processing is necessary for the purposes of the legitimate interests pursued by FCL, law firms that have an association with FCL or other law firms, organisations or people that

- have a relationship with FCL;
- Consent - we may process your information where you give us your consent to do so. You have the right to withdraw this consent at any time by contacting us at info@futurecitylawyers.com

Legitimate Interests:

FCL will use the personal data about you for the purposes of pursuing our legitimate interests as follows:

- provide and personalise our services;
- in taking payment from you for our products or services or products of third parties;
- deal with your enquiries and requests;
- comply with legal obligations to which we are subject and cooperate with regulators and law enforcement bodies;
- contact you with marketing and offers relating to products and services offered by us and/or the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL;
- to provide your personal data to the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL;
- to send you information via emails and newsletters;
- contact you to provide assistance with, for example, mentoring and coaching support, interview assistance, and to help arrange or facilitate attendance at courses, the summer school, seminars, meetings or workshops offered by us and/or the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL;
- provide your CV and other information about you to the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL
- to deal with enquiries or complaints; and
- for any other purposes that you would reasonably expect.

Communication by Email, Newsletter & Mailings

You consent to receive email communications from FCL . In addition, FCL operates an email newsletter program, used to inform you about information and news relating to FCL and it's course, programmes and webinars, other products, books or other publications and information regarding the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL . You will automatically be subscribed to this when you register with FCL or purchase one the courses or other products offered by FCL or any organisation or people that have a relationship with FCL. If you wish to unsubscribe from email, newsletters and mailings, clear instructions on how to do this are included in the email.

Who we share your personal data with

Your personal data will be shared internally within FCL and persons organising or running FCL.

Your personal data will also be shared with the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL

You may receive information from the law firms that have an association with FCL or other law firms ,organisations or people that have a relationship with FCL

In the event of a potential reorganisation, merger or sale of FCL or its business, it is possible that your personal data may be transferred to a buyer or merger partner as required by this process. Data protection law will continue to apply to the handling of your personal data. FCL may also share your personal data with third parties where permitted or required by law, such as due legal process.

Additionally FCL may disclose your personal data to third parties ;

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If FCL or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of FCL, our customers, or others.
- So that we can use third party software to contact you via text or email.
- As described elsewhere in this policy.

Where we keep your personal data

FCL has implemented technical measures to ensure that the level of security is appropriate to the risk of your personal data that we process and the level of risk presented through processing the personal data. This entails that only limited members of FCL and limited number of persons organising and running FCL having access to your personal data, with access being password protected.

How long we will keep your personal data

We will only retain your personal data, in a form which permits us to identify you, for as long as necessary to fulfil the purposes we collected it for. We will retain and use your personal data as necessary to satisfy any legal, accounting or reporting requirements, to resolve disputes or to enforce our agreements and rights. In line with this privacy policy, we will either securely delete or anonymize your personal data so that it cannot be linked back to you. Generally, we store personal data in a form that can identify an individual for up to 10 years following collection unless it is required to fulfil any legal or contractual obligation, is required to continue our provision of service to you as an individual, or is required for the establishment, exercise or defence of legal claims.

Your rights to your personal data

You are entitled to request the deletion of your personal data held by FCL at any given time.

Furthermore, if you wish to access or obtain a copy of your personal data collected by FCL, for example your results, you have a right to request this. You have the right to obtain the modification of personal data relating to you which is inaccurate. You also have the right to object at any time to the processing of your personal data, in so far as that processing is necessary for the purposes of legitimate interests pursued by FCL.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond

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 several requests. In this case, we will notify you and keep you updated..

You have the right to complain about the handling of your personal data to a Supervisory Authority. In the United Kingdom, the Supervisory Authority is the Information Commissioner's Office (ICO). You can contact the ICO via their telephone helpline, the number for which is 0303 123 1113. Further information on how to make a complaint is available at the following web address: <https://ico.org.uk/make-a-complaint/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO

For more information on how to contact us regarding this, please contact use at the details below.

Contact Us

If you have any enquiries or concerns about how your personal data is being used, please contact us by emailing info@futurecitylawyers.com