



## **UKLFI LIMITED - Data Protection Policy**

This is the Data Protection Policy for UKLFI LIMITED (“the Company” or “we” or “us”). It sets out how the Company uses and protects personal data. It was approved by the Board of the Company on 21.2.19.

We will comply with all applicable data protection and privacy legislation, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) of the EU. As the Act cross-refers to GDPR, this policy uses the GDPR terminology.

The Company acts as the controller of various types of personal data which it needs to collect and process in order to perform functions necessary to achieve its Objects.

We aim to process the minimum personal data we need to achieve our Objects. We recognise and respect the legal rights and reasonable expectations of individuals over their personal data and privacy, together with the higher standards required for management of personal data relating to sensitive personal data.

The full name and address of the Company is:

UKLFI Limited  
3 Stone Buildings,  
Lincoln's Inn,  
London WC2A 3XL  
Email: [info@uklfi.com](mailto:info@uklfi.com)

You should send all correspondence on privacy or GDPR to Jonathan Turner at this address.

The Company will use the personal data which it holds only for the purposes stated in section 2 below.

### **1) Requests and complaints**

Requests and complaints should be sent to the above address. We will endeavour to respond without undue delay and in any case within one month. We will not normally charge a fee for a request, but reserve the right to charge an administrative fee for handling a request repeated within a year, or in case of manifestly unfounded or excessive requests.

### **2) Processing activities**

#### **a) Nature of work**

Patrons: Lord Carlile CBE QC, Lady Cosgrove CBE QC, Baroness Deech DBE QC, Lord Dyson PC,  
Sir Bernard Eder, Lord Howard CH PC QC, Sir Ivan Lawrence QC, Sir Gavin Lightman, Lord Millett PC QC,  
Lord Pannick QC, Professor Richard Susskind OBE, Lord Trimble PC, Rosalind Wright CB QC, Lord Young CH PC DL

Club / Society

**b) Purpose of processing**

To enable us to

- administer our membership records and activities including fundraising,
- maintain our accounts and records,
- pursue our objects,
- support and manage our staff and volunteers,

**c) Type /Class of information processed**

We process information relevant to the above reasons/ purposes.

This may include:

- Personal details
- Family details
- Lifestyle and social circumstances
- Financial details
- Employment and education details
- Skills and experience
- Relevant activities

**d) Who the information is processed about**

We process personal information about our staff and volunteers, members, supporters and sponsors, and others relevant to our Objects.

**e) Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisation with whom we may need to share the personal information we process:

- Family, associates and representatives of the person whose personal data we are processing
- Current, past or prospective employers
- Organisations and individuals with or in relation to whom we work to pursue our objects

**f) Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

**g) Basis of lawfulness**

Consent; protection of vital interests; performance of tasks in the public interest; legitimate interests of the Company to achieve its Objects

**h) Retention of data**

We will endeavour to delete personal data when it is no longer required to pursue our objects or to carry out our legal obligations