



## Kings Counsel Appointments Events Privacy Notice

### **Our contact details**

**Name:** Kings Counsel Appointments

**Address:** 16 Red Lion Square, London WC1R 4QH

**Phone Number:** 020 7831 0020

**E-mail:** [events@kcappointments.org](mailto:events@kcappointments.org)

### **The type of personal information we collect**

**We currently collect and process the following information:**

First name, surname, and email address.

### **How we get the personal information and why we have it**

**The personal information we process is provided to us directly by you for the following reason(s):**

To attend events, run by Kings Counsel Appointments We use the information that you have given us in order to invite you to the event(s). We may share this information with partner organisations for the purposes of organising the event(s).

**Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:**

Your consent.

You are able to remove your consent at any time. You can do this by contacting: [events@kcappointments.org](mailto:events@kcappointments.org) or 020 7831 0020

## How we store your personal information

Your information is securely stored.

We keep your name and email address for a period of three months after the event. We will then dispose of your information by deleting your personal details from the KCA server and any associated records.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us by email at [events@kcappointments.org](mailto:events@kcappointments.org); by phone at 020 7831 0020 or by post to 16 Red Lion Square, London WC1R 4QH if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by email at [events@kcappointments.org](mailto:events@kcappointments.org); by phone at 020 7831 0020 or by post to 16 Red Lion Square, London WC1R 4QH.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>