

LIRA  
(Lincoln's Inn Residents' Association)

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PRIVACY NOTICE

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**Our contact details**

Postal address: Lincoln's Inn Residents' Association  
C/O Wiebke Morgan  
Member Services Manager  
Treasury Office  
The Honourable Society of Lincoln's Inn  
London  
WC2A 3TL

LIRA members' website: [www.liram.co.uk](http://www.liram.co.uk)

**LIRA Officers**

LIRA Chair: Denise McFarland-Cruickshanks  
Email: [dmc@3newsquare.co.uk](mailto:dmc@3newsquare.co.uk)

LIRA Vice-chair: Amanda Milne  
Email: [amanda@milneqc.co.uk](mailto:amanda@milneqc.co.uk)

LIRA Treasurer: Lanre Oke  
Email: [lanre.oke@btinternet.com](mailto:lanre.oke@btinternet.com)

LIRA Secretary: James Manning  
Email: [james.manning@nexuschambers.com](mailto:james.manning@nexuschambers.com)

For data protection matters please contact the LIRA Secretary

**What type of information we have**

With your consent, we collect and process the following information:

- (i) your name;
- (ii) your address in Lincoln's Inn;
- (iii) your telephone number(s); and
- (iv) your email address(es).

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

All of the personal information we process is provided to us directly by you. We collect information from you directly only and with your consent. The reason that we collect this information is so that we can contact you by email or letter concerning matters of relevance to you as a Resident of Lincoln's Inn and in order that we can represent your interests to the Honourable Society of Lincoln's Inn ('Lincoln's Inn'). Lincoln's Inn does not share any data with us about you – that is why we need to collect it from you directly, with your consent. Under the General Data Protection Regulation (GDPR), the lawful basis on which we hold your data is your consent; you can withdraw your consent at any time – just let us know by email or post (using the contact details above) and we will remove your personal information from our records.

## **What we do with the information we have**

We use the information you have given us so that we can contact you regarding matters of interest or concern to you as a Resident of Lincoln's Inn. We are endeavouring to represent the interests of Residents to Lincoln's Inn in order that our collective voice is heard on matters of interest to residents. We will use your information to communicate with you about this work.

We will not share your information with anybody.

## **How we store your information**

Your information is securely stored by the LIRA committee which maintains a digital database of information in a secure and encrypted digital file.

We keep the contact information as long as you are a Resident of the Inn, provided you continue to consent to us keeping your information. If you cease to be a Resident of the Inn, or you withdraw your consent to us keeping your information, we will securely dispose of your information by deleting your entry in our file.

## **Your data protection rights**

We will process all personal data lawfully, fairly and in a transparent manner. The lawful basis for our processing your data is your consent. You can withdraw your consent to us processing your data at any time. 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 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 information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the 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 at the postal address provided above if you wish to make a request.

## **How to complain**

If you wish to complain you should address your complaint to us using the contact details provided above.

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

12<sup>th</sup> November 2019