

International Lawyers Project (ILP) Privacy Policy

1. International Lawyers Project (“International Lawyers Project Team”, “ILP”, “we”, “us” or “our”) is committed to protecting the privacy of our interns, volunteers, clients and users of our website. We want to provide a safe and secure user experience. We will ensure that the information you submit to us, or which we collect, via various channels (including our website, through written correspondence (including e-mail), conversations or meetings with our employees, is only used for the purposes set out in this policy.
2. Through this Privacy Policy, we aim to inform you about the types of personal data we collect from volunteers, clients, and users of our website. the purposes for which we use the data and the ways in which the data is handled. We also aim to satisfy the obligation of transparency under the EU General Data Protection Regulation 2016/679 (“GDPR”) and national laws implementing GDPR.
3. For the purpose of this Privacy Policy, the controller of personal data is the nominated person of ILP and our contact details are set out in the Contact section at the end of this Privacy Policy.

The Information We Collect

4. We will only collect your personal details directly. We do not ask for your personal details as a function of this website.
5. If we ask for your personal details, including but not limited to your name and contact details (together with your e-mail address) and other relevant information. On occasion, this may also include sensitive personal information such as details of ethnicity, sexual orientation, and religion. This will be anonymised and strictly used for academic research purposes. This information can only be obtained from you directly.
6. We value your privacy and strive to provide a secure browsing experience on our website. As part of our commitment to delivering high-quality services, we use Google Analytics to collect information about our website visitors' interactions. Google Analytics helps us understand how users navigate through our site, which pages are visited most frequently, and what content is engaging to our audience. This data is crucial as it allows us to optimise our site's performance, tailor our content to meet your needs, and improve your overall user experience.
7. Please note that the information collected through Google Analytics is used exclusively for analytical purposes and is treated with the utmost confidentiality. We do not share your personal information with third parties, nor do we use Google Analytics to track personally identifiable information. By visiting our website, you consent to the use of Google Analytics as outlined in this privacy policy.

How We Use Your Personal Information

8. If we ask you directly for your personal details, we will hold, use, and disclose your personal information, for our legitimate business purposes including:
 - a. to provide our services to you;
 - b. to maintain our business relationship, where you are a user of our website, a client or candidate;
 - c. to pass on your details to institutions (“Our clients”) who are on our Trusted Institutions list, for volunteering opportunities;
 - d. to retain your details and notify you about future opportunities other than the specific role for which you have contacted us;
 - e. to answer your inquiries;

- f. to direct-market products and services, advise you of news and industry updates, events, promotions and competitions, reports, and other information. Before we do so, you will be given an option to opt-out of such communications and an option to unsubscribe will also be provided with each communication;
 - g. to fulfil contractual obligations with our clients;
 - h. to provide further services to you by sharing your personal information with trusted third parties. Further details about this are set out in the Trusted Institutions list;
 - i. to release personal information to regulatory or law enforcement agencies, if we are required or permitted to do so.
9. We may process, in accordance with local regulations, certain sensitive personal data (known as special category data in GDPR) where you include it in information you send to us e.g. if you include information about your health, religion or ethnic origin in the application and registration you send to us.
10. We have processes in place to limit our use and disclosure of such sensitive data other than where permitted by law.

The Legal Basis for Processing Your Personal Information

11. Under GDPR, the main grounds that we rely upon in order to process personal information of clients and candidates are the following:
- a. Necessary for entering into, or performing, a contract – in order to perform obligations that we undertake in providing a service to you, or in order to take steps at your request to enter into a contract with us, it will be necessary for us to process your personal data;
 - b. Necessary for compliance with a legal obligation – we are subject to certain legal requirements that may require us to process your personal data. We may also be obliged by law to disclose your personal data to a regulatory body or law enforcement agency;
 - c. Necessary for the purposes of legitimate interests – we will need to process your personal data for the purposes of our (or a third party's) legitimate interests, provided we have established that those interests are not overridden by your rights and freedoms, including your right to have your personal data protected. Our legitimate interests include responding to requests and enquiries from you or a third party, optimising our website and customer experience, informing you about our products and services and ensuring that our operations are conducted in an appropriate and efficient manner;
 - d. Consent – in some circumstances, we may ask for your consent to process your personal data in a particular way.

How We Share Your Personal Information

12. In certain circumstances, we will ask you if we can share your personal information with other parties. Details of those parties will be set out below along with the reasons for sharing it.

Regulatory and Law Enforcement Agencies:

13. As noted above, if we receive a request from a regulatory body or law enforcement agency, and if permitted under GDPR and other laws, we may disclose certain personal information to such bodies or agencies.

New Business Owners

14. If we or our business merges with or is acquired by another business or company, we will share your personal information with the new owners of the business or company and their advisors. If this happens, you will be sent notice of such an event.

How Long We Will Hold Your information

15. The length of time we will hold or store your personal information for will depend on the services we perform for you and for how long you require these. We conduct regular data-cleansing and updating exercises to ensure that (a) the data that we hold is accurate and (b) we are not holding data for too long.

Your Rights on Information We Hold About You

16. You have certain rights in relation to personal information we hold about you. Details of these rights and how to exercise them are set out below. We will require evidence of your identity before we are able to act on your request.

Right of Access

17. You have the right at any time to ask us for a copy of the personal information about you that we hold. Where we have a good reason, and if the GDPR permits, we can refuse your request for a copy of your personal information, or certain elements of the request. If we refuse your request or any element of it, we will provide you with our reasons for doing so.

Right of Correction or Completion

18. If the personal information we hold about you is not accurate, out of date, or incomplete, you have a right to have the data rectified, updated or completed. You can let us know by contacting us using any of the methods in the Contact section below.

Right of Erasure

19. In certain circumstances, you have the right to request that personal information we hold about you is erased e.g. if the information is no longer necessary for the purposes for which it was collected or processed or our processing of the information is based on your consent and there are no other legal grounds on which we may process the information.

Right to Object to or Restrict Processing

20. In certain circumstances, you have the right to object to our processing of your personal information by contacting us using any of the methods in the Contact section below. For example, if we are processing your information on the basis of our legitimate interests and there are no compelling legitimate grounds for our processing which override your rights and interests.
21. You also have the right to object to the use of your personal information for direct marketing purposes.
22. You may also have the right to restrict our use of your personal information, such as in circumstances where you have challenged the accuracy of the information and during the period where we are verifying its accuracy.

Right of Data Portability

23. In certain instances, you have a right to receive any personal information that we hold about you in a structured, commonly used and machine-readable format.
24. You can ask us to transmit that information to you or directly to a third-party organisation.
25. The above right exists only in respect of personal information that
 - a. you have provided to us previously; and
 - b. is processed by us using automated means.

26. While we are happy for such requests to be made, we are not able to guarantee technical compatibility with a third party organisation's systems. We are also unable to comply with requests that relate to personal information of others without their consent.
27. You can exercise any of the above rights by contacting us using any of the methods in the Contact section below.
28. Most of the above rights are subject to limitations and exceptions. We will provide reasons if we are unable to comply with any request for the exercise of your rights.

Consent

29. To the extent that we are processing your personal information based on your consent, you have the right to withdraw your consent at any time. You can do this by contacting us using the details in the Contact section below.

Use of Cookies

30. Like most websites, when you visit our sites we place cookies on your computer or device. For the most part, these cookies are used to enable the websites' functionality, improve the user experience or help us to optimise our websites, measure traffic, and other internal management purposes.

Complaints

31. If you are unhappy about our use of your personal information, you can contact us using the details in the Contact section below. You are also entitled to lodge a complaint with the UK Information Commissioner's Office using any of the below contact methods:

Telephone: 0303 123 11113

Website: <https://ico.org.uk/concerns/>

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

Other Websites

32. Please note that clicking on links on our websites can result in your browser accessing a third party website, where data privacy practices are different from that of ours.
33. We are not responsible for and have no control over, information that is submitted to or collected by these third parties and you should consult their privacy policies.

Internet-Based Transfers

34. Given that the internet is a global environment, using the Internet to collect and process personal data necessarily involves the transmission of data on an international basis. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site via third party networks; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Changes to Our Privacy Policy

35. This privacy policy can be changed by us at any time. If we change our privacy policy in the future, we will advise you of material changes or updates to our privacy policy by email.

Equal Opportunities

36. We are committed to diversity. This means that an internship or other such applications and members of our internship staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.
37. As part of our commitment to equal opportunities, we will from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

Contact

38. Please address all questions to:
NAME: International Lawyers Project (ILP)
EMAIL ADDRESS: contact@internationallawyersproject.com