



Privacy Notice

This privacy notice explains how the Society of Advocates in Aberdeen (“the Society”) collects, manages, uses and protects your data. It outlines the types of data we hold and how we use that data to provide services to our members and manage their interaction with the Society.

What we need

When you register as a member of the Society or renew your membership we will ask you for the following personal information:

- contact details– name, address, email address, and date of birth, etc.
- evidence of membership eligibility criteria for the category of membership applied for

Why we need your personal information-contractual purposes

We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:

- provide you with core member services including details of CPD and social events
- send you membership communications [by post or email] in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees, information etc.

If you do not provide us with all of the personal information that we need to collect, then this may affect our ability to offer the above membership services and benefits.

Why we need your personal information – legitimate purposes

We also process our members’ personal information in pursuit of our legitimate interests to:

- invite our members or guests to our annual dinner
- develop our members’ qualifications, including sending email communications to members to inform them of upcoming courses

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK / EU.

The personal information we obtain is processed in accordance with all relevant data protection legislation. When this legislation is amended or replaced we review and update our data processing practices accordingly.

Your data is securely processed and transmitted, protecting against unauthorised or unlawful processing, accidental loss destruction or damage. Your data will not be disclosed to any external organisations. Data is never “sold” to third parties.

How long we keep your personal information

The Society considers its relationship with members to be lifelong. The Society will delete information in respect of your address and contact details five years after the date on which your resignation has been tendered. However, the society as a membership organisation will keep a record of your membership indefinitely for historical and statistical interest.

Your rights

You can exercise any of the following rights by writing to us at Society of Advocates, Concert Court, Broad Street, Aberdeen, AB10 1BS or maria@socofadvocates.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

At any time, you can:

- Update your details
- Specify your communication preferences
- Contact us to tell us about your preferences

If you exercise your right to be removed from our database, we will maintain some core data (name, address, date of birth) for archive purposes and to ensure we do not contact you inadvertently in future.