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## **PRIVACY NOTICE FOR EVENT:**

***“A convenient lie or an inconvenient truth?  
Watch as the hacking of a law firm unravels before you...”  
19 June 2019***

### **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

RDP Law Limited is the controller of your personal data processed for the purposes of administering and promoting the above event (**'Event'**). This means that we are responsible for deciding how we hold and use personal information about you. This privacy notice provides you with information that must be provided by us under the General Data Protection Regulation ((EU) 2016/679) (**GDPR**).

### **Important**

This privacy notice supplements our other notices and privacy policies and is not intended to override them.

### **Contact details**

If you have any questions about this privacy notice or our privacy practices, including any requests to exercise your legal rights, please contact us in the following ways:

Full name of legal entity:	RDP Law Limited (co regn 09488211)
Email address:	kerry.beynon@rdplaw.co.uk
Postal address:	Wentwood House Langstone Business Village, Priory Drive, Langstone, Newport, NP18 2HJ
Telephone number:	+44 (0)1633 413 500

### **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

In connection with the administration and promotion of the Event, we will collect, store, and use the following categories of personal information about you:

- Name
- Job title
- Email address
- Telephone number
- Place of work

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## HOW IS YOUR PERSONAL INFORMATION COLLECTED?

Personal data or information means any information about an individual from which that person can be identified. We will process personal information about you from the following sources:

- You.
- Anyone who signs you up to attend the Event.
- Your employer's website.
- Any third party that we may use to process / manage bookings for the Event (for example Eventbrite).

## HOW WE WILL USE INFORMATION ABOUT YOU

We will only use your personal data when the law allows us to. Most commonly we will use your personal data in the following circumstances:

- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Generally, we do not rely on consent as a legal basis for processing your personal data although we will get your consent before sending third party direct marketing communications to you via email or text message. You have the right to withdraw consent to marketing at any time by contacting us.

**We have set out in table format a description of all the ways we plan to use your personal data and which of the legal basis we rely on to do so.**

Purpose of Processing	Personal Data Used	Legal Basis
To invite you to attend the Event	<ul style="list-style-type: none"><li>• Name</li><li>• Job title</li><li>• Email address</li><li>• Telephone number</li><li>• Place of work.</li></ul>	Necessary for our legitimate interests (to be able to invite you to attend the Event)
To accept your booking onto the Event	<ul style="list-style-type: none"><li>• Name</li><li>• Job title</li><li>• Email address</li><li>• Telephone number</li><li>• Place of work.</li></ul>	Necessary for our legitimate interests (to be able to accept the booking to attend the Event)

To administer and promote the Event	<ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Place of work.</li> </ul>	<p>Necessary to comply with a legal obligation</p> <p>Necessary for our legitimate interests (to be able to administer and promote the Event)</p>
To comply with legal or regulatory requirements	<ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Place of work.</li> </ul>	Necessary to comply with a legal obligation
<p>To manage our relationship with you including:</p> <ul style="list-style-type: none"> <li>- notifying you about changes to terms or this privacy notice</li> <li>- seeking feedback on the Event</li> <li>- to keep you up to date about the Event generally</li> </ul>	<ul style="list-style-type: none"> <li>• Name</li> <li>• Job title</li> <li>• Email address</li> <li>• Telephone number</li> <li>• Place of work.</li> </ul>	<p>Necessary to comply with a legal obligation</p> <p>Necessary for our legitimate interests (to keep you updated and to seek feedback on the Event)</p>

**Important:** Please be aware that photographs may be taken during the Event for promotional purposes. If you do not wish for your photograph to be taken, please contact us to make us aware of this either before the Event or at the Event.

**Important:** During the Event you may need to provide a third party with personal data. For example:

- where the Event is to be held at premises other than Wentwood House, Langstone Business Village, Newport (our offices), on arrival at the venue you may need to enter your personal data into a visitor book and there may be CCTV at the venue;
- whilst at the Event you may decide to enter a promotional offer / competition made available to you by a third party.

In these circumstances we are not the controller of your personal data and you should speak to the relevant third party about their privacy practices / privacy notice.

## CHANGE OF PURPOSE

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please

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contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

## **DATA SHARING**

### **Why might you share my personal information with third parties?**

We will only share your personal information with the following third parties for the purposes of administering and promoting the Event:

- the venue at which the Event is to be held
- third-party service providers who provide services to us such as IT services, business administration services and feedback and evaluation services
- we may use Eventbrite or another such event booking service to manage the bookings for the Event
- our professional advisers such as solicitors and auditors
- our insurers and regulatory bodies.

All our third-party service providers are required to take appropriate security measures to protect your personal information. We do not allow our third-party service providers (who are acting as our data processors) to use your personal data for their own purposes - we only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **TRANSFERS OF PERSONAL DATA OUTSIDE THE EEA**

### **Will my data be transferred abroad?**

We will only transfer personal data outside the EEA if one of the following applies:

- The European Commission has issued a decision confirming that the country to which we transfer the personal data ensures an adequate level of protection for the data subjects' rights and freedoms.
- Appropriate safeguards are in place such as binding corporate rules, standard contractual clauses approved by the European Commission, an approved code of conduct or a certification mechanism.
- You have provided explicit consent to the proposed transfer after being informed of any potential risks.
- The transfer is necessary for one of the other reasons set out in the GDPR including the performance of a contract between us, reasons of public interest, to establish, exercise or defend legal claims or to protect your vital interests where you are physically or legally incapable of giving consent and, in some limited cases, for our legitimate interest.

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Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

**Important:** if you use a third-party event booking service to book onto the Event, that third party service provider may have terms and conditions that apply to the use of their service. They may also be based outside the UK / process your data outside the UK. You are advised to read the terms and conditions and to read their privacy notices before using the service.

## **DATA SECURITY**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those agents, contractors and other third parties who need it to assist in administering the Event.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

### **How long will you use my personal information for?**

We will retain your personal information processed for the purposes of the Event for a period of 3 months following the Event. After this period, we will delete this personal information in accordance with applicable laws and regulations.

Please note that we will not destroy any personal information that relates to a matter on which we are instructed to advise or which we process for other purposes. As stated at the start of this privacy notice, this privacy notice supplements our other notices and privacy policies and is not intended to override them.

**Important:** the above data retention policy does not apply to any material that is used for promotional purposes including use on social media. Please contact us if you would like to know more.

## **YOUR LEGAL RIGHTS**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing

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(see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Complain to the Information Commissioner's Office**, the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

If you want to review, verify, correct or request erasure of your personal information, or object to the processing of your personal data, please contact us in writing using the contact details set out above.

END – May 2019.