

# CILEX Foundation Privacy Statement

The CILEX Foundation takes your privacy and your Rights of the Individual, in relation to your Personal Data extremely seriously. Data is held, in compliance with the UK Data Protection Legislation and any other applicable Data Privacy Laws. We are committed to protecting the privacy of all Personal Data obtained about Individuals through, but not limited to, Personal Contact, Email Enquiries, etc. Data will be collected and used only for the purposes for which it was originally submitted or in accordance with your preferences.

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## A. Who We Are and How to Contact Us

The Chartered Institute of Legal Executives (CILEX) is the Governing Body for Chartered Legal Executives, Paralegals and other Legal Professionals. CILEX, as a Professional Association provides Professional Development, Support and Guidance to its Members. It delivers Legal Education and Training through the Education Delivery Team, qualifications through its Awarding Body function and independent regulation through CILEX Regulation Ltd (CRL).

The CILEX Foundation is a Registered Charity (Registered Charity Number: 1185862), which provides support for Members and their Dependents. The Charity provides support with Academic Advancement, Benevolent Grant Making and support with Pro Bono Activity.

Our Registered Address is: 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes. MK9 1BP.

In most circumstances, The CILEX Foundation is the Data Controller, in relation to the Personal Data that it holds and the data processing activities it undertakes, as outlined below. This means that the CILEX Foundation decides why and how the Personal Data that it holds is processed and where it delegates the handing of that Personal Data to other companies within CILEX or any other Third-Parties, who provide services to The CILEX Foundation, that those companies act, as Data Processors.

If you have any questions about this Privacy Statement, you can contact us by writing to: The Group Privacy Officer, The Chartered Institute of Legal Executives, Registered Address: 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes. MK9 1BP.

Email: [privacyofficer@cilex.org.uk](mailto:privacyofficer@cilex.org.uk)

## B. How We Communicate With You

The CILEX Foundation respects the privacy of the Personal Data that we hold.

We use direct communications, such as Newsletters to communicate with CILEX's Members. You can control what you would like to receive at any time in your User Account Preference Centre or by clicking on the unsubscribe email link. Unless you advise otherwise, we will continue to send updates.

## C. How and Why We Obtain Personal Data

The CILEX Foundation only processes Personal Data, where we have a lawful basis to do so. In some instances, there may be more than one lawful basis for which we process your Personal Data.

The lawful bases for Personal Data, which are relevant to The CILEX Foundation are as follows:

### 1. Consent of Data Subject

CILEX Foundation processes Personal Data, where you have given consent for us to do so. This includes, but is not limited to, Newsletters and the Application Form.

### 2. Compliance with a Legal Obligation

We have a legal basis to use your Personal Data, where we need to do so to comply with one of our Legal or Charity Regulatory Obligations. For example, in some cases, we may need to share

your information with our various Legal Bodies or Regulators, such as the Charity Commission, Fundraising Regulator or the Information Commissioner's Office (ICO).

### **3. Legitimate Interest**

The CILEX Foundation processes Personal Data, which is necessary for the pursuit of its Legitimate Interests, as a Foundation. This includes, but is not limited to, responding to general enquiries and supporting Members. The law allows us to do so provided that the data processing is fair, transparent, balanced and that it does not unduly impact your rights.

The lawful bases for Special Categories of Personal Data (Sensitive Personal Data) for The CILEX Foundation, include:

#### **1. Explicit Consent:**

Explicit Consent of the Data Subject, unless reliance on consent is prohibited by EU or Member State Law. (Note: The UK is no longer a Member of the EU from 31<sup>st</sup> January 2020.)

#### **2. Processing for New Purposes:**

Where Personal Data is to be processed for a new purpose, the Data Controller must consider, whether the new purpose is "compatible with the original purpose taking into account the following factors:

Any link between the original purpose and the new purpose.

The context in which the data has been collected, including the Data Controller's relationship with the Data Subjects.

The nature of the Personal Data, in particular, whether Sensitive Personal Data (Special Categories of Personal Data) are affected.

The possible consequences of the new purpose of data processing for Data Subjects and

The existence of Appropriate Safeguards (e.g., Encryption or Pseudonymisation).

#### **3. Processing not requiring Identification:**

If the purposes for which the Data Controller is processing the Personal Data do not require the identification of the Data Subject, the Data Controller is not required to maintain information identifying the Data Subject, in order to comply with the UK Data Protection Legislation.

### **4. How We Process Personal Data**

The CILEX Foundation collects and processes Personal Data. Your Personal Data will be used for the purposes specified in this Privacy Statement or otherwise notified to you. In particular, we may use your Personal Data for the following purposes:

- a. to provide you with services or information that you have requested;
- b. to keep a record of your relationship with us;
- c. to contact you, in the case of any queries regarding or any assistance you might require with the completion of the application form;

- d. to respond to or fulfil any requests or queries you make to us;
- e. to provide further information about our services or activities, including *to facilitate any fundraising activities carried out by either The CILEX Foundation or CILEX (Professional Body) on our behalf*;
- f. to answer your questions/requests and to communicate with you in general;
- g. to further communicate our Organisational Aims in general;
- h. to analyse and improve our work, services, activities, information or for our internal records;
- i. to report on the impact and effectiveness of our work;
- j. to divulgate our Charitable Objectives;
- k. to process applications for funding;
- l. to monitor the appropriate use of Grant Funds;
- m. to satisfy legal obligations, which are binding on us, for example, in relation to Charity Regulatory Bodies, Government and/or Law Enforcement Authorities with whom we may work;
- n. for the prevention of fraud or misuse of services.

## **D. The Personal Data We Collect, How We Collect It and Where Is It Stored**

The CILEX Foundation is committed to respecting the Personal Data that you supply to us. The Personal Data that we collect will be relevant to the purposes for which it is to be used and we will do our utmost to ensure that such Personal Data will be accurate, complete and kept up-to-date. Whenever Personal Data is obtained from you, you will have access to the information explaining how that Personal Data will be used.

### **1. The Personal Data That We Collect**

CILEX may collect, store and otherwise process the following kinds of Personal Data:

- a. Contact Details, including Name, Address, Telephone Number, Email Address and Emergency Contact Details;
- b. Date of Birth;
- c. Special Categories of Personal Data, such as Gender and Ethnicity, whether you have a Disability or any other protected characteristics (particularly related to where reasonable adjustments or access arrangements that may be needed;
- d. Employment Data, such as: Salary, Job Title, Length of Services, Employers' Name, Contact Details and Financial Information;
- e. Financial Information (i.e. Income, Outgoings and Debts);
- f. Data from Partners and Dependents;

- g. Cookies Information about your computer or mobile device and your visits to and the use of this Website, including, for example, your IP address and geographical location. For further information, please see our websites' Cookies Policies.

**The definition of Special Categories of Personal Data/Sensitive Personal Data is:** Personal Data revealing Racial or Ethnic Origin, Political Opinions, Religious or Philosophical Beliefs, Trade Union Membership, processing of Genetic Data, Biometric Data for this purpose of uniquely identifying a natural person, Data concerning Health or Data concerning a natural person's sexual orientation.

## 2. How We Collect Personal Data

- a. When you provide Personal Data to any part of CILEX **directly**  
For example, Personal Data, when you communicate with us by email, phone or letter, such as when you complete the application form to apply for financial grants and money management advice, report a problem or to sign-up to receive our communications.
- b. When we obtain Personal Data **indirectly**  
For example, your Personal Data may be shared with us by Third-Parties (e.g., for one of your dependants).
- c. When it is available **publicly**  
Your Personal Data may be available to us from external publicly available sources. For example, depending on your privacy settings for social media services, we may access Personal Data from those accounts or services.

In general, we may combine your Personal Data from these different sources set out in a-c above, for the purposes set out in this Statement.

## 3. Complaints

Where you lodge a Complaint, your Personal Data will be used to correspond with you. Depending on your connection with CILEX and in line with the Service Level Agreement between CILEX and The CILEX Foundation, we will determine, if the Complaint will be recorded on our CRM system or if it will be only held in hard copy format.

When we receive a Complaint, CILEX and the Board of Trustees will be notified and the case could be also elevated to the Charity Commission.

Your Complaint will be retained for two years, after resolution, in line with The CILEX Foundation Archive, Retention and Destruction Policy and Procedure. To exercise your Rights of the Individual, please see section H of this Privacy Statement.

## 4. Access to your Personal Data

We take reasonable steps to ensure that the Personal Data that we hold will be accurate and up-to-date. If you have any doubts about how we manage your Personal Data, you can ask us to check by emailing us at: [privacyofficer@cilex.org.uk](mailto:privacyofficer@cilex.org.uk) or writing to the Group Privacy Officer, The Chartered Institute of Legal Executives, 2nd Floor, The Pinnacle, Midsummer Boulevard, Milton Keynes. MK9 1BP.

## 5. Storage of Data

Personal Data collected by The CILEX Foundation is stored on secure CILEX IT Systems.

No external person will have access to The CILEX Foundation Records, except in circumstances outlined in this Privacy Statement.

## E. Sharing Personal Data

The Personal Data that we collect will only be used for the purposes set out in this Statement or otherwise notified to you. We will not disclose your Personal Data to Third-Parties, except as set out in this Statement, including where required to or permitted to by Law or where those Parties are conducting The CILEX Foundation activities on our behalf.

We share data with CILEX, where CILEX has a legitimate interest in using that data to inform the work it undertakes in providing services to its Members.

In circumstances, where we engage a service provider, we ensure that Personal Data is only processed in a manner compliant with the relevant law, subject to a formal Data Processing/Sharing Agreement, a Data Protection Impact Assessment (DPIA) and only used for the purposes for which the Personal Data was originally collected.

We will also need to share your Personal Data with our Goods and Services Providers with the Members' agreement.

We also might share Personal Data with the Police or other Organisations that have a Crime Prevention or Law Enforcement function. UK Data Protection Legislation allows Organisations to share Personal Data, if it is needed to prevent or detect a crime or to catch and prosecute a suspect.

If we undergo a merger or re-organisation, in doing so we may acquire or transfer Personal Data, as part of that transaction, but your Personal Data would continue to be used for the same purpose.

### 1. International Data Transfers

We may transfer Personal Data to countries outside of the United Kingdom, where Personal Data is not protected in the same way (usually to other Businesses, who provide services on our behalf), such as a signed Data Processing Agreement, EC SCCs, IDTA and ICO Addendum, as applicable. In such cases, we will make sure that suitable safeguards are in place to protect the Personal Data. Additional steps are taken to ensure that appropriate measures and controls are in place to protect that data, in accordance with relevant Data Protection Laws and Regulations.

Neither Party shall transfer Shared Data to any country outside the European Economic Area or the UK, unless that Party ensures that (as required to comply with applicable UK Data Protection legislation):

- The transfer is to a country, territory or one or more specific sectors within a country approved by the UK's Information Commissioner's Office or the European Commission, as providing adequate protection and the prior written Consent of the Data Subject/s
- There are appropriate safeguards in place as required by applicable UK Data Protection Legislation; or

- It can rely on a derogation from the relevant obligations under the UK Data Protection Legislation.

From 28th June 2021, the UK has been granted an adequacy decision by the EU, which covers data transfers between the UK and the EU and this adequacy decision is due to be reviewed on 28th June 2025 with a view to this safeguard remaining in place for UK/EU Data Transfers.

## 2. Financial Information

The CILEX Foundation does not store credit/debit card details and it does not share financial information with any Third-Parties.

## F. How Long Do We Keep Your Personal Data

In general, The CILEX Foundation only retains Personal Data for as long as is necessary to fulfil the purposes for which it is being processed (including to comply with relevant Legal or Regulatory Requirements). That length of time may vary depending on the reasons for which we are processing the Personal Data and whether we have a Legal or Contractual Obligation to keep it for a certain amount of time. We adhere to our Archive, Retention and Destruction Policy and Procedure.

Once the Data Retention Period has expired, Personal Data will be confidentially disposed of or permanently deleted. If you object to further contact from us, we will keep some basic information about you, in order to avoid sending you unwanted communications in the future.

If before that date (i) your Personal Data is no longer required, in connection with such purpose(s), (ii) we are no longer lawfully entitled to process it or (iii) you validly exercise your Right of Erasure, we will remove it from our records at the relevant time.

## G. Legislation

“UK Data Protection Legislation” means All applicable UK Data Protection and Privacy Legislation in force from time-to-time, including the General Data Protection Regulation (EU) 2016/679, the UK Data Protection Act 2018 and the Privacy and Electronic Communications (EU Directive) Regulations 2003 (as amended) (PECR) and any superseding Legislation and all other Applicable Laws, Regulations, Statutory Instruments and/or any Codes, Practice or Guidelines issued by the relevant Data Protection or Supervisory Authority in force from time to time and applicable to a Party, relating to the processing of Personal Data and/or governing the individual’s rights to privacy.

### **Freedom of Information Act 2000 (FOIA):**

The CILEX Foundation is not listed as a ‘Public Body’ for the purposes of the FOIA and therefore, it is not under a duty to comply with the provisions of the FOIA.

## H. The Rights of the Individual

- **The Right to be Informed** – Data Subjects have the right to be informed about the collection, sharing, protection and use of their Personal Data.
- **The Right of Access** – Data Subjects have the right to request access to any Personal Data that we hold.

- **The Right to Rectification** – Individuals have a right to have inaccurate Personal Data rectified, removed or completed, if it is incomplete. If the Personal Data is found to be incorrect, but it is unable to be updated, this should be removed.
- **The Right to Erasure** – Under certain circumstances, a Data Subject may request for us to delete their information that we retain regarding them, with the exception of any information that we are legally required to retain and for the other exemptions set out in UK Data Protection Legislation ([Your right to get your data deleted | ICO](#)).
- **The Right to Restrict Processing** – Data Subjects have the right to request the restriction or suppression of their Personal Data, in certain circumstances.
- **The Right to Data Portability** – Individuals may request a copy of their data for reuse across different services, which should be provided in a way, so that information can be copied or transferred from one IT environment to another safely and securely without affecting its usability.
- **The Right to Object** – Data Subjects have the Right to Object to the processing of their Personal Data, in certain circumstances. For example, individuals have an absolute right to stop their data being used for Direct Marketing.
- **Rights Concerning Automated Decision-Making and Profiling** – We may only carry out this type of decision-making, where the decision is either necessary for the entry into or performance of a Contract, authorised by EU or UK law applicable to the Data Controller or it is based on the individual's Explicit Consent.

## I. Contacting Us

All Data Protection enquiries are handled centrally by CILEX. In certain cases, CILEX can refuse to comply with a request, if it is manifestly unfounded or excessive. In order to decide, if a request is manifestly unfounded or excessive, CILEX Foundation must consider each request on a case-by-case basis.

If you have any questions about how CILEX process your Personal Data, any questions or concerns about this Privacy Statement or you would like to exercise any of your Rights of the Individual under the UK Data Protection Legislation, please log in to myCILEX Portal and go to Contact Us, then select 'Data Protection: Query and Request' on 'My Query Relates to' section.

If you do not have access to the myCILEX Portal or if you do not wish to log your details on the system, please contact us by email: [privacyofficer@cilex.org.uk](mailto:privacyofficer@cilex.org.uk).

You also have the right to lodge a complaint with the UK's Information Commissioner's Office (ICO). Their contact details are: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel No: 0303 123 1113 (Local Rate) or 01625 545745 (National Rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)



## J. Reviewing the Privacy Statement

The CILEX Foundation will review and update this Privacy Statement from time to time, when changes to our Processes, Policies, Procedures and Systems are made, if Laws and Regulations change or if new circumstances require it.

If this Privacy Statement changes in any way, we will make it public. Regular review of this page ensures that you are always aware of what Personal Data that we collect, how we use it and under what circumstances.

CILEX will make reasonable efforts to contact and update those affected, if the changes are significant in nature.

For further information concerning CILEX's data processing of Personal Data, please also see the CILEX Privacy Notice and Privacy Statement and the CILEX Law School Privacy Statement available on our Websites, along with our Website Cookies Policies.

There is further information on our other Website's concerning the relevant Privacy Policies:

CILEX Website: [Privacy Notice \(cilex.org.uk\)](https://cilex.org.uk/privacy-notice) and [CILEX Privacy Statement](https://cilex.org.uk/privacy-statement)

CILEX Law School Privacy Statement: [Policies | CILEX Law School](https://cilex.org.uk/policies/cilex-law-school)

CILEX Regulation Ltd: [Privacy statement - CILEx Regulation](https://cilex.org.uk/privacy-statement-cilex-regulation)

The CILEX Community Website: [CILEX-Community-Privacy-policy.pdf](https://cilex.org.uk/cilex-community-privacy-policy.pdf)

Statement of Approval	
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