

## **BIUCAC PRIVACY NOTICE**

This privacy notice explains what personal data BIUCAC Limited ('BIUCAC') holds about you, how it is used, stored, kept safe and your rights in relation to your personal data. Personal data is any information relating to an identified or identifiable natural person. An identified or identifiable natural person is one who can be identified, directly or indirectly, by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.

### **IMPORTANT INFORMATION AND WHO WE ARE**

This privacy notice tells you what to expect when BIUCAC collects (either directly or via a third party) and processes your personal information.

It is important that you read this privacy notice together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

### **Controller**

BIUCAC Limited is the controller and responsible for your personal data (collectively referred to as 'we', 'us' or 'our' in this privacy notice).

### **Contact details**

If you want to request information about our privacy policy, you can email us at [info@biucac.com](mailto:info@biucac.com)

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on 14 March 2022.

### **Duty to inform us of changes**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

### **Third-party links**

Our documents may include links to third-party websites, plug-ins, and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website or e-newsletters, we encourage you to read the privacy notice of every website you visit.

If you contact us via social media, the personal information you provide will remain on that platform and that platform will be the data controller. We encourage you to read the privacy notice of the relevant platform.

### **Third-party data processors**

We use third-party service providers for parts of our website, IT systems and when we communicate digitally with you. Sometimes they will process the personal information which you provide us with.

### **WHAT TYPE OF PERSONAL DATA DO WE COLLECT FROM YOU**

BIUCAC will collect personal data directly from you when you fill in forms on the website, complete the application form and register for the BIUCAC 2022 competition ('BIUCAC 2022'), contact us, or by corresponding with us by phone, email, or in-person during a meeting with us. This includes personal data you provide when you register on our website, complete the application form, and register for BIUCAC 2022, contact us via the BIUCAC website or email, and when you report a problem with the same. This personal data includes, but is not limited to:

- your name, university you attend and course;
- contact details: email address and phone number
- your confirmation that you have not secured a training contract;
- your confirmation that you are enrolled in an undergraduate law degree at a non- Russell group university; and
- information we collect automatically from you: the university you attend and other information from public sources.

You are under no obligation to provide us with any such personal data. However, if you choose to withhold the information we request, you will not be able to purchase any of our products or services.

By completing the application form or other forms, you acknowledge that the information you have provided, including but not limited to personal data, will be shared with BIUCAC, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022, who may contact you directly.

When you visit the BIUCAC website we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone. We do not make and do not allow Google to make, any attempt to find out the identities of those visiting our website.

Google Analytics uses cookies to collect information about how visitors use the BIUCAC website. We use the information to compile reports and to help us improve the BIUCAC website. The cookies collect information in an anonymous form, including the number of visitors to the BIUCAC

website, where visitors have come to the BIUCAC website from and the pages they have visited.

## **WHY DO WE USE YOUR PERSONAL DATA**

The personal data we collect from you will only be used for the purposes of providing you with relevant information about BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022, who may contact you directly. In compliance with Article 6 of the General Data Protection Regulation (**GDPR**), there must be a purpose and a valid lawful basis for us to collect and process your personal data. Of the six lawful bases which are set out within Article 6 of the GDPR, we rely upon the following:

- Processing is necessary for the purposes of the legitimate interests pursued by BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022;
- Consent - we may process your information where you give us your consent to do so. You have the right to withdraw this consent at any time by contacting us at [info@biucac.com](mailto:info@biucac.com)

## **LEGITIMATE INTERESTS**

BIUCAC will use the personal data about you for the purposes of pursuing our legitimate interests as follows:

- to provide you with information about BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022 ;
- to provide you with information regarding and access to the various Rounds of the BIUCAC 2022 competition;
- deal with your enquiries and requests;
- comply with legal obligations to which we are subject and cooperate with regulators and law enforcement bodies;
- contact you with marketing information and offers relating to products and services offered by BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022 or third parties;
- to provide your personal data to the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other law firms, organisations, companies, partners, university law societies or people that have a relationship or association with BIUCAC or BIUCAC 2022;

- to send you information via emails and newsletters;
- to publicise the various winners of BIUCAC 2022;
- to use photographs and videos taken during any of the Rounds of BIUCAC 2022 and the Finals of BIUCAC 2022 for publicity and marketing;
- to deal with enquiries or complaints; and
- for any other purposes that you would reasonably expect.

## **COMMUNICATION BY EMAIL, NEWSLETTER & MAILINGS**

You consent to receive email communications, newsletters and/ or mailings from BIUCAC used to inform you about information and news relating to BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022. You will automatically be subscribed to this when you register with BIUCAC 2022. If you wish to unsubscribe from email, newsletters and mailings, clear instructions on how to do this are included in the email.

## **WHO WE SHARE YOUR PERSONAL DATA WITH**

Your personal data will be shared internally within BIUCAC and persons organising or running BIUCAC and BIUCAC 2022 and your university law society.

Your personal data will also be shared with the law firms that have an association with BIUCAC or other law firms, organisations, companies, or people that have a relationship with BIUCAC or BIUCAC 2022.

You may receive information from BIUCAC, BIUCAC 2022, the sponsors of BIUCAC 2022, law firms that have an association with BIUCAC or other organisations, companies, partners, university law societies, or people that have a relationship or association with BIUCAC or BIUCAC 2022 or third parties.

Your personal data will also be shared with your university law society in relation to Rounds 1, 2 and 3 and if you are successful in Round 3 and move on to Round 4 and Rounds 5 and 6 of the competition. This is for the purpose of providing you with the online links for the questions for Rounds 1, 2 and 3 and any other information which may assist you in relation to all Rounds of the competition. It is also for the purpose of informing your university law society about who will be participating in Round 4 as they are the ones organising this round and will need to contact you for the purpose of providing the time, location, and other information regarding Round 4.

In the event of a potential reorganisation, merger, or sale of BIUCAC or its business, it is possible that your personal data may be transferred to a buyer or merger partner as required by this process. Data protection law will continue to apply to the handling of your personal data. BIUCAC may also share your personal data with third parties, where permitted or required by law, such as due legal process.

Additionally, BIUCAC may disclose your personal data to third parties;

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If BIUCAC or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of BIUCAC, our customers, or others.
- So that we can use third-party software to contact you via text or email.
- As described elsewhere in this policy.

### **WHERE WE KEEP YOUR PERSONAL DATA**

BIUCAC has implemented technical measures to ensure that the level of security is appropriate to the risk of your personal data that we process, and the level of risk presented through processing the personal data. This entails that only limited members of BIUCAC and a limited number of persons organising and running BIUCAC have access to your personal data, with access being password protected.

### **HOW LONG WE WILL KEEP YOUR PERSONAL DATA**

We will only retain your personal data, in a form that permits us to identify you, for as long as necessary to fulfil the purposes we collected it for. We will retain and use your personal data as necessary to satisfy any legal, accounting or reporting requirements, resolve disputes, or enforce our agreements and rights. In line with this privacy policy, we will either securely delete or anonymize your personal data so that it cannot be linked back to you. Generally, we store personal data in a form that can identify an individual for up to 10 years following collection unless it is required to fulfil any legal or contractual obligation, is required to continue our provision of service to you as an individual, or is required for the establishment, exercise, or defence of legal claims.

### **YOUR RIGHTS TO YOUR PERSONAL DATA**

You are entitled to request the deletion of your personal data held by BIUCAC at any given time.

Furthermore, if you wish to access or obtain a copy of your personal data collected by BIUCAC, for example, your results, you have a right to request this. You have the right to obtain the modification of personal data relating to you which is inaccurate. You also have the right to object at any time to the processing of your personal data, in so far as that processing is necessary for the purposes of legitimate interests pursued by BIUCAC.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security

measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

### **TIME LIMIT TO RESPOND**

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you and keep you updated.

You have the right to complain about the handling of your personal data to a Supervisory Authority. In the United Kingdom, the Supervisory Authority is the Information Commissioner's Office (ICO). You can contact the ICO via their telephone helpline, the number for which is 0303 123 1113. Further information on how to make a complaint is available at the following web address: <https://ico.org.uk/make-a-complaint/>. We would, however, appreciate the chance to deal with your concerns before you approach the ICO.

For more information on how to contact us regarding this, please contact us at the details below.

### **CONTACT US**

If you have any enquiries or concerns about how your personal data is being used, please contact us by emailing [info@biucac.com](mailto:info@biucac.com)