

# Lex:lead

Lawyers for Economic Advancement and Development

## Privacy Policy

Effective 25 May 2018

**Lex:lead** is committed to protecting your personal data and respecting your privacy in line with applicable law. This privacy policy (the policy) sets out the types of information we collect and store, what we use it for, and rights you may have in relation to this information. By using our website [www.lex-lead.org](http://www.lex-lead.org) you accept the terms of the policy.

**Queries/Requests**—We will strive to respond to your questions and requests as soon as possible and always within one month. Please address any requests and/or queries to [lexlead@yahoo.com](mailto:lexlead@yahoo.com).

You may also write to us at Lex:lead 302A West 12<sup>th</sup> Street New York NY 10014 USA but note that this it may take longer for you to receive a response.

**Collection and use of personal information**—We may collect and maintain personally identifiable information about you which includes but is not limited to your name and email address. We may obtain personal information from the following:

- When you voluntarily provide us with information by filling in forms including on the website. This may include information provided when registering to receive Lex:lead communications, to compete in one of our competitions, or attending an event we hold;
- Your browser when you visit our website and your browser interacts with us; or
- Through your participation in and/or use of our programs.

Taking account of your rights, we use personal information:

- To provide you with information you request from us including opportunities;

- To provide information we feel may interest you (where you have consented to being contacted for such purposes);
- To present our website in an effective manner for you and your computer; and
- For our legitimate interests in conducting our activities including processing donations, reporting on their use and the impact of your support.

### Protection of Personal Information—

We will take all reasonable precautions to ensure that all personal information you have submitted remains confidential. As required by applicable law we have strict security procedures regarding the storage and disclosure of personal information.

**Sharing Personal Data**—As a small non-profit we work with intermediaries to process and store your information and to manage our communications. We only work with intermediaries with robust security and privacy policies in place, but their use of your information is based on their terms of service and policies, so we encourage you to review those policies carefully.

- **Website:** Our website and web-based email address are run by **GoDaddy**. You can read about their privacy policy and use of data [here](#). Our website uses cookies to run, to optimise performance, and to understand how visitors are using it. We may also use Google Analytics or other programs to understand how our visitors are using our website and engaging with our online content, and to inform improvements to the content we post.
- **Social media:** We have a Facebook page and a LinkedIn Group to which subscription is voluntary. Although accession must be approved to our LinkedIn Group our Facebook page is an open forum and in both cases the

information available about you is what you as a subscriber choose to share.

You may unsubscribe from either page at any time without action from us.

Information about Facebook's privacy policies may be found [here](#); LinkedIn's privacy policies may be found [here](#).

- **Email:** When you subscribe to our mailing lists the data you share is transferred to MailChimp, the platform we use for email campaigns. You can read about their privacy policies [here](#). We will not subscribe you to our mailing lists without your express consent (including when you register for our competitions or request to receive newsletters and other communications). You can unsubscribe from our mailing lists at any time.
- **Donations:** When you make a donation through our website the data you share is processed through PayPal, our secure payment processor. You can read about their privacy and security policies [here](#). We receive your name and contact information but not your credit card details. If you make a donation via wire transfer or cheque, the data you share will be processed by a senior member of our group and then our bank. We bank with Citibank in New York.
- **Dropbox:** Data you share with us may be stored on Dropbox. You can read about their privacy policies [here](#). Access to this information is restricted to senior members of our team and will never be sold to or shared with non-affiliates. We will retain this information unless you ask us otherwise, except where we are required by law to retain it.

We reserve the right to release personal information when we believe it appropriate to comply with applicable law or to enforce our terms and conditions, to protect our rights, property or safety or those of our partners or other third parties. We do not sell personal information but may share

necessary information in the course of our ordinary activities with third parties including as above. We use all reasonable endeavours to ensure that such third parties are compliant with the European Union (EU) General Data Protection Regulation (GDPR) or other applicable law. We may also release personal data if we enter into a joint venture or similar arrangement with a third party.

**Third Party Links**—The website may include links to third party websites or 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 or their use of your data.

**Your rights**—You have the right to have access to the personal information we hold about you and to have any errors corrected. You may ask us to permanently delete some or all of your data in our systems at any time, to restrict the way we use it or to transfer the data we hold on you to another organisation or service; except to the extent we are required by law to report or retain any data. It is your responsibility to ensure we have the correct contact information.

**Privacy Support**—Please contact us in the first instance in the event of any issue in relation to our use of your personal information. If you are not satisfied you have the right to lodge a complaint with a supervisory authority.

**Privacy Policy Revisions**—This privacy policy, which governs your use of our website, may be changed from time to time without notice. By using the website you are deemed to have accepted the terms and conditions of the privacy policy. Our use of your personal information is subject to the terms and conditions of our privacy policy in force at the time when we use the information in question.