

Privacy Policy Notice

This privacy policy notice sets out how Blue Sky ADR Ltd uses and protects any personal information it holds. We are committed to protecting and respecting your privacy. Blue Sky ADR Ltd may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 8 October 2020.

Who we are:

Blue Sky ADR Ltd is a company registered in England and Wales. Registration No 07947805. Registered address: First Floor, Trinity House, Foxes Parade, Sewardstone Road, Waltham Abbey, Essex EN9 1PH.

What information we collect

In the course of our business we hold and process personal data of many different types. This may include:

- Your name.
- Your email address.
- Your company telephone number and mobile number.
- The business organisation you work for and job title.
- Financial information (including bank details).
- CV, Education, training and employment details.
- Our staff (employee and consultant) details, including private contact and information details.
- Goods and Services.

How may we collect personal data?

The vast majority of the personal data that we collect is provided to us by or on behalf of our clients (including their people and third parties engaged by our clients) for the purposes of enabling us to provide our services to them. This may include, for example: our clients, our client's contacts, client counterparties and other third parties connected to the matters on which we are working for our clients. Other sources of personal information about you may be obtained by us as follows:

- From sources accessible to the public, including, without limitation: Internet search, Company website, Companies House, LinkedIn, business cards.
- By personal contact when you communicate with us, for example, but not limited to:
 - When you enquire about our services.
 - When you communicate with us by either telephone, emails and letters.
 - When you use our website.
 - When you attend our seminars or other marketing events.
 - When you apply for vacancies directly.
 - When you send us unsolicited personal data.
- From third parties during the course of providing our services. The processing of this information will be necessary for the progression of your matter and to enable us to act as your representative. Should we obtain receipt of any information relevant to any matter that we are acting on your behalf from a third party we will notify you of any such relevant information within a reasonable period of us becoming aware of its existence and provide you with details including the type of data and source it came from.

Whose personal data do we process?

We process personal data about our clients (including their people and third parties engaged by our clients), potential clients, about individuals who feature in the matter in respect of which we are asked to provide services (for example, but not limited to: witnesses, barristers, solicitors, legal representatives, consultants, experts, opponents, Adjudicator's, Arbitrator's, tribunal staff and others related or ancillary to the actual or potential services we provide), and also staff, suppliers, consultants and other third parties connected to the operation of our business.

What we do with the information we gather

Data Protection law states we are allowed to collect and use personal information where we have a proper legitimate reason for doing so. In accordance with this requirement we set out our legitimate reasons for processing below. Please note that more than one legitimate reason may apply at any given time.

Most commonly, we will collect and use your personal data in the following circumstances:

- Contractual necessity - we will process your personal data on the basis that it is necessary to enable us to fulfil our contractual duties to you or to take steps to enter into a contract with you.
- Legitimate interests - we process your personal data for our legitimate business purposes, which include, without limitation, the following:
 - To register you and your organisation as a new client.
 - To process your instructions and to provide our services to our client and for other connected purposes such as, for example, relationship management, to carry out billing and administration services in relation to those services, fee collection, etc.
 - Where you are not our client we may use your personal information: 1) as part of, and in connection with, providing our services to the client from whom, or on whose behalf, we have collected your personal data; 2) for marketing purposes – see below.
 - To deal with complaints or concerns, including any legal or regulatory action.
 - To ensure our network and systems are secure.
 - To assess and improve our services.
 - For accounting and/or banking purposes.
 - To comply with and obey laws and regulations that apply to us (including to comply with our professional and regulatory obligations). Please note that we may process your personal data without your knowledge or consent, where this is required or permitted by law.
 - To run our business in a proper and efficient way which includes managing our financial position, business capability, planning communications, audit and governance.
 - To exercise our rights set out in agreements or contracts.
 - For marketing purposes (including newsletters and to promote seminars or events). This may relate to clients, client's people and third parties engaged by our clients, and/ or to non-client contacts. Please note we will not share information from which you can be identified for marketing purposes unless you have consented or it is already lawfully in the public domain. You can remove yourself from our mailing list at any time by e-mail – see later in this notice.
- Compliance with law - we process your personal data to enable us to comply with applicable laws.
- Consent – where you have consented to us holding this information. Generally, we do not rely on consent as a legal basis for processing your personal data other than in relation to sending direct

marketing communications (including newsletters and to promote seminars or events) to you via email.

We do not process “special category” classes of personal data. We do not use your information for automated decision making.

Sharing of personal information

For the purposes set out in this notice, and subject always to our professional obligations of confidentiality, we may disclose and provide your personal data to the following recipients:

- Solicitors, barristers, legal representatives, experts, or consultants, where they are engaged to assist you or us either: 1) with your case; or 2) in the event of any dispute or other legal matter between us.
- Any other barristers, solicitors, legal representatives, consultants or experts with whom we are working with or against.
- Blue Sky ADR Ltd’s management and administration staff, IT providers, trainees (including work experience students).
- Our regulatory and/or legal advisors in the event of a dispute or other legal matter.
- Our insurers in the event a claim is made against us in order to defend ourselves.
- Opposing legal representatives, Adjudicator’s, Arbitrator’s, mediator’s, Judges and Court or tribunal staff.
- Law enforcement officials, government authorities, or other third parties to meet our legal obligations.
- Our accountant and our bank. External auditors who may carry out independent checks of your file as part of our accreditations and/or professional regulatory requirements.
- Any other party where we ask you and you consent to the sharing.

Transfer personal data outside the EEA?

Although we are based in England, we may transfer your personal data to a location outside the European Economic Area or to international organisations if we consider it necessary or desirable for the purposes set out in this notice. This data may be transferred electronically through our secure IT system, Dropbox, by hand through secure shipping or directly by our Senior Management.

Retention of personal data.

We will not keep your personal information for longer than is necessary for the purposes we collected it (including for the purposes of satisfying any legal, accounting, or reporting requirements) or as required by applicable law. Relevant factors may include one or more of the following:

- Possible potential claims or legal proceedings.
- Guidance from any official supervisory authorities and professional regulatory bodies.
- How long we need to keep the data to fulfil the original purpose for which it was collected.
- Legal obligations to which we are subject.

Unless the specific circumstances require us to keep it, we will delete, destroy or anonymise your information around 15 years after the end of the matter in which it featured. This will normally be around 15 years after the end of the case, or 15 years after the date of the last payment or the date of writing-off of fees.

How we store your information

Your data will be held on secure servers. We have security measures in place designed to ensure appropriate security for your personal data and against accidental loss, destruction or damage. Only authorised Blue Sky ADR Ltd's staff, trainees and third parties processing data on our behalf have access to your personal data, and then only to the data necessary for the purposes for which they have been given access. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. Blue Sky ADR Ltd has safeguards in place with its third-party data processors (such as our IT systems and software providers) to ensure that your personal data is processed only as instructed by Blue Sky ADR Ltd.

Cookies & Links to other Websites

Blue Sky ADR Ltd's website may use cookies to better the user's experience while visiting the website. To find out more please see our Cookie Policy which can be accessed via the link on our website.

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy policy notice. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information – Your Rights

You may object to our use of your personal information, or to ask us to erase, or stop using your personal information if there is no need for us to keep it. There may be legal or other official reasons why we need to keep or use your data. However, please inform us if you think that we should not be using it.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact us in writing as follows: **Peter Barnes, Blue Sky ADR Ltd, First Floor, Trinity House, Foxes Parade, Sewardstone Road, Waltham Abbey, Essex EN9 1PH** or by emailing office@blueskyadr.com.

You may choose to restrict the collection or use of your personal information in the following ways:

- Correcting Your Information. If you believe that any information we are holding on you is incorrect, inaccurate or incomplete, please write to or email us as soon as possible, at the above noted contact details. We will promptly correct any information found to be incorrect.
- Marketing Opt-Outs. If you have previously agreed to us using your personal information for direct marketing purposes, you have the right to change your mind at any time by writing to or emailing us at the contact details noted above under this section.

What should you do if you have a complaint?

Should you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated by writing to **Peter Barnes, Blue Sky ADR Ltd, First Floor, Trinity House, Foxes Parade, Sewardstone Road, Waltham Abbey, Essex EN9 1PH**. Whilst we will endeavour and hope to be able to resolve your concern, if you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you may complain to the Information Commissioner's Office. See their website for further details.

END OF PRIVACY POLICY NOTICE