

PRIVACY AND CONSENT TO USE OF DATA POLICY

Interlaw Ltd. (“Interlaw”) is the owner and operator of the www.interlaw.com website (“the Website”) and all related mobile applications, such as the Interlaw Directory.

When used in this Privacy Policy, the terms “we,” “us,” “our” and “ours” means Interlaw.

The terms “you,” “your” and “yours” when used in this Privacy Policy means any user of the Website or related mobile applications, such as the Interlaw Directory.

At Interlaw we are committed to the privacy and confidentiality of information provided by you. This Privacy Policy explains our current policies and practices regarding personal information or data collected by us from you directly, your organization, your clients and/or through this Website or other Interlaw owned and operated websites or mobile applications.

Please note that the practices of Interlaw and its affiliated websites with links to this policy are governed by this Privacy Policy, as amended from time to time, and not the privacy policy in effect at the time the data was collected. If and when our data privacy policy changes, we will notify you of the changes on our Website. Please regularly review our Privacy Policy. If you have objections to the Privacy Policy, you should immediately discontinue use of the Website.

COLLECTION OF PERSONAL DATA

The term “Personal Data” means data about a living individual who can be identified from the data (or from data and other information either in Interlaw’s possession or likely to come into Interlaw’s possession).

We collect personal data including, but not limited to, your name, job title, organization, postal address, email address, phone number and fax number. The information you give us or that a member firm or other organization gives us enables us to provide a service that is personalized to you. The information you or your organization gives us is either manually or electronically stored in our database.

We also collect personal information from prospect lists provided by other organizations or through our marketing activities such as through business cards exchanged at conferences and events. We process such personal data for marketing purposes if individuals have opted in to receive email messages.

PERSONAL DATA PROVIDED BY INTERLAW MEMBER FIRMS

Our member law firms provide us with basic contact information of their lawyers, staff and clients. We keep member firm supplied contact information in our database and may, from time to time, email members information to make you aware of opportunities which may be of interest to you and of developments in sectors we believe may be of interest. We may, from time to time with the express written consent of a member firm, email member firm clients in order to gauge the level of satisfaction with the services provided by member firms. If you do not wish to receive further communications from us for these purposes, please let us know by using the “unsubscribe” procedure set out below.



USE OF PERSONAL DATA

We process your Personal Data only for a limited number of specific purposes. We collect data that is adequate, relevant and not excessive for those purposes.

Information we send you may be sent by email or post. Some of the ways Interlaw uses Personal Data include, but are not limited to:

- Process and administer member applications and member renewals;
- Internally, to administer the Interlaw Website or mobile applications and help us improve our services;
- Allow you to participate in interactive features of our Website or mobile applications;
- Provide you with news, offers, events, webinars and general information about the services we provide and the opportunities available to you when you have opted in to receive these;
- Inform you of updates on issues that may be of interest to you, when you have opted in to receive these;
- Record and analyze inbound and outbound referrals between member firms; and
- Analyze the usage of our Website, mobile applications and to understand basic demographics of users in order to improve the content and functionality of our Website and mobile applications. (This information is not linked to your personal information.)

COOKIES

In order to improve and track Website usage and to provide better functionality, we may use temporary cookies (small pieces of data that are stored on a user's device). Cookies are not used to reveal your identity and do not harm your computer. You can use the settings on your browser to manage how you accept or decline cookies.

DISCLOSURE OF YOUR PERSONAL DATA

We do not share, sell or distribute your personal information/data with unrelated third parties, except under these limited circumstances:

- In order to provide you with the information or services you have requested, we may share your personal data with or transfer it to Interlaw member firms.
- Where you have registered for access to the Members' Portal on the Website or joined an Interlaw member group, we may share your personal information/data with other members within Interlaw member groups.
- When you attend an Interlaw event, we will share basic contact information or information necessary to secure travel / attendance arrangements with other event attendees or other member firms, including, but not limited to, sponsor representatives, clients of member firms, prospective member firms and speakers.
- When designated by your firm as a practice or industry expert or a contact person for your firm, we will include your contact information on Interlaw's website, our online lawyer search that enables users to easily identify firm contacts.
- Personal Data may occasionally be transferred to third parties who act for us for further processing in accordance with the purposes for which the data was originally collected or for purposes to which you have subsequently consented. For example, sometimes a third party may have access to your personal information/data in order to support our information technology or for purposes of event registration or to handle mailings on our behalf.



DISCLOSURE FOR LAW ENFORCEMENT

Under certain circumstances, Interlaw may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g., a court or government agency).

DATA INTEGRITY AND SECURITY

The security of your data is important to us. We strive to maintain the reliability, accuracy, completeness and currency of all Personal Data in our databases and to protect the privacy and security of our databases. The security measures in place on the Website and computer systems aim to protect the loss, misuse or alteration of the information you provide to us. We keep your Personal Data only for as long as reasonably necessary for the purposes for which it was collected or to comply with any applicable legal or ethical reporting or document retention requirements.

Please know that no method of transmission over the internet or method of electronic storage is 100% secure. You hereby acknowledge that Interlaw is not responsible for any intercepted information sent via the Internet, and you hereby release us from any and all claims arising out of or related to the use of intercepted information in any unauthorized manner.

DATA ACCESS AND CORRECTIONS

Upon receipt of your request and enough information to permit us to identify your Personal Data, we will disclose to you the Personal Data we hold about you. We will also correct or amend any Personal Data that is inaccurate. You may update any information you have given to us by sending an email to adaniels@interlaw.org.

Requests to delete Personal Data are subject to any applicable legal and ethical reporting or document retention obligations imposed on us.

PAYMENTS

We may provide paid products and/or services to our users. In that case, we may use third-party services for payment process (e.g., payment processors). We will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.

LINKS TO OTHER WEBSITES

Interlaw is not responsible for the content or privacy practices of non-Interlaw websites or mobile applications to which this website or any other Interlaw owned website or mobile application may link. Also, Interlaw is not responsible for the data and privacy practices of websites or mobile applications to which it links. These links are provided for informational purposes and to provide access to member firms within Interlaw.

TRANSFER OF DATA ABROAD

At times, we may share your personal information/data with our member firms based in the European Economic Area and elsewhere. We will endeavor to ensure that any such data transfer is appropriately protected or made pursuant to a contract or other measure providing adequate protection.

If you are visiting the Website or mobile application from a country other than the country in which our servers are located (currently the United Kingdom), the various communications will necessarily result in the transfer of information across international boundaries.

UNSUBSCRIBE

If you do not wish to receive emails from us and want to be removed from our electronic mailing list, please email us at adaniels@interlaw.org or write to us at Interlaw Ltd., 8806 Andrews Ridge Drive, N. Chesterfield, VA 23236, United States of America.

GOVERNING LAW

This Privacy Policy forms part of the Website Terms and Conditions of Use which, as noted, you agreed to by accessing this Website, and as such shall be governed by and construed in accordance with the laws of the State of Virginia, United States of America, effective 1 July 2018.

EFFECTIVE DATE

This Privacy Policy is effective as of 1 July 2018.

FEEDBACK / CONTACT US

If you have any questions or feedback about this Privacy Policy, please contact us:

- By email: adaniels@interlaw.org
- By telephone number: Tel: +818 929 2060
- By mail: Interlaw Ltd., 8806 Andrews Ridge Drive, N. Chesterfield, VA 23236, United States of America.

