



# NEURODIVERSITY

# I N L A W

## Privacy Policy

Neurodiversity in Law is an organisation based in England run by an executive of legal professionals and students. This privacy policy will explain how our organisation uses the personal data we collect from you when you become a Member, Executive Board Member, Volunteer, Partner, or Champion, or engage with us in another way.

Topics:

- [What data do we collect?](#)
- [Under which lawful bases do we collect your data?](#)
- [How do we collect your data?](#)
- [How will we use your data?](#)
- [How do we store your data?](#)
- [Marketing.](#)
- [What are your data protection rights?](#)
- [Cookies.](#)
- [Privacy policies of other websites.](#)
- [Changes to our privacy policy.](#)
- [How to contact us.](#)
- [How to contact the appropriate authorities.](#)



info@neurodiversityinlaw.co.uk  
@NDin\_Law

Document updated 17.03.2022



# NEURODIVERSITY

## I N L A W

### What is the relevant law?

UK GDPR; Data Protection Act 2018; the Privacy and Electronic Communications Regulations.

### What data do we collect?

Our organisation collects the following data:

- Personal identification information including:
  - Name.
  - Email address.
  - Age (in the form of confirmation of being 18 or over).
  - Professional/trainee/student status.
  - Place of work/study.
  - Occupation.
  - Neurodiversity in Law membership number.
  - Payment information (donors, sponsors and fee paying members).
  - Financial information in the form of a declaration that you cannot afford membership (paid forward student membership applicants only).
  - Social media usernames/handles, website URLs.
  - Photographs/images, audio/video recordings (mainly applicable to those who take part in interviews/video or audio recordings/articles/events e.g. panellists, but can also apply if you attend an event).
  - Your neurodivergence status/neurodivergent condition e.g. you tell us that you are neurodivergent, or that you are dyslexic.<sup>1</sup>
  - Any other personal information you may voluntarily provide.

**We do not require you to disclose your neurodivergence status/condition.** There may be instances when you are given the opportunity to disclose your neurodivergence status/condition, usually in order to provide a service to you. For example, matching mentors and mentees based on a shared neurodivergent condition.

---

<sup>1</sup> This is uncommon. Members are not required to disclose their neurodivergence status in order to become a member, attend events or otherwise engage with us or our services. If you disclosed your neurodivergence status as part of an interview/article/event/audio or video recording, and agreed for us to publish/share them, please remember that your neurodivergence status could be shared/published as part of that interview/article/event/audio or video recording, either publicly or to Neurodiversity in Law members.



info@neurodiversityinlaw.co.uk  
@NDin\_Law

Document updated 17.03.2022



# NEURODIVERSITY

## I N L A W

### Under which lawful bases and conditions is data collected?

#### Personal data (non-special category)

##### Purpose

- To provide membership, including an online account
- To determine your suitability/eligibility for membership or its associated services, projects and benefits.
- To manage your membership
- To provide general membership benefits, projects, services.
- To provide benefits, services and projects specific to your category of membership.
- To provide free membership to you (Paid Forward Student membership only).
- To ensure the Neurodiversity in Law community is adult only.
- To contact you about changes to or problems with your membership.

##### Lawful basis

*Contract<sup>2</sup>*

Non-exhaustive examples of data: name; email address; occupation age as over 18; financial information in the form of declaring you are in financial need (Paid Forward membership only); payment information you provide to PayPal/MemberMojo.

- To send you emails via the subscriber mailing lists e.g.

*Consent<sup>2</sup>*

<sup>2</sup> Consent can be withdrawn at any time.





# NEURODIVERSITY

## I N L A W

newsletter

- To determine your suitability for membership or any of our services, benefits, projects or events.
- To contact you about getting involved in Neurodiversity in Law's activities.
- To contact you about other things you are interested in.
- To improve/change our services based on your survey feedback.
- As part of the recruitment process when you apply to become a volunteer.
- As part of your engagement or participation with Neurodiversity in Law e.g. as a speaker at an event.
- When you contact us/make an enquiry.
- To organise and run projects, schemes and events e.g. CV/application clinics, mentoring schemes.
- To tailor events, services and benefits we offer based on the occupations and places of work/study of our members.
- To advertise and/or publish our events, services, benefits, Champions, Partners. e.g. when you send your photo/logo to be used to advertise a panel event.
- To make event recordings available either publicly or to our membership.
- To produce and publish audio/video recordings, articles/interviews and other forms of media. For example if you agreed to be interviewed.
- To accept donations via PayPal or MemberMojo.
- To contact you about your role as Partner or Champion.
- To determine your eligibility/suitability as Partner or



info@neurodiversityinlaw.co.uk  
@NDin\_Law

*Document updated 17.03.2022*



# NEURODIVERSITY

## I N L A W

Champion.

Non-exhaustive examples of data: name; occupation/intended occupation; place of study/work; name; email address; photograph; logo; data included on your CV/application; audio/video recordings or photographs of events, interviews; social media handles; membership number; financial information.

- To contact you about Neurodiversity in Law e.g. inviting you to become a panellist, contacting you about being a Partner/Champion, contacting you about what you can offer our members. *Legitimate interest*

Non-exhaustive examples of data: email address, name.

### Special category data

Purpose	Lawful basis	Condition
<ul style="list-style-type: none"><li>• To provide, manage and organise specific services, projects, benefits, events. e.g. a mentor scheme allocating mentors/mentees based on neurodivergent condition.</li><li>• To create media/events/projects specific to neurodiversity. e.g. publishing interviews about being a neurodivergent lawyer, holding events with openly neurodivergent panellists/attendees.</li><li>• To build a neurodiverse support/social network.</li><li>• To determine your suitability/eligibility for any of the above.</li></ul>	<i>Consent<sup>3</sup></i>	<i>Explicit Consent<sup>3</sup></i>

<sup>3</sup> Consent can be withdrawn at any time.





# NEURODIVERSITY

## I N L A W

Non-exhaustive data examples: your status as neurodivergent; your specific neurodivergent condition.

### How do we collect your data?

You directly provide Neurodiversity in Law with most of the data we collect. We collect data and process data when you:

- Register with us online or in person to become a member.
- Become a Partner or Champion.
- Pay for your membership (through MemberMojo or directly through PayPal).
- Donate to/sponsor our organisation (through MemberMojo or directly through PayPal).
- Contact us, whether that is in person or by telephone/email/letter/social media.
- Take part in an event/interview/article/video or audio recording.
- Take surveys or participate in research.
- Vote e.g. AGM voting.
- Sign a confidentiality undertaking or consent form.
- Attend or register for our events (mainly using Eventbrite and Zoom).

Your information may be controlled, processed or held using or by another organisation or service where necessary. This includes when:

- You complete a survey using SurveyMonkey.
- You vote using Google Forms.
- You apply for membership using MemberMojo.
- You register for an event using Eventbrite.
- You attend an event using Zoom.
- You make a payment (donation/membership fee/sponsorship) using PayPal and/or MemberMojo.
- You contact us by email (Titan).
- You agree for us to create/use and store (on Google Drive) photographs/images/audio or video recordings/interviews/articles and any other personal information you voluntarily provided us, for example as a panellist/interviewee/subject of an article.
- You signed a consent form or confidentiality undertaking which is stored on Google Drive.



info@neurodiversityinlaw.co.uk  
@NDin\_Law

Document updated 17.03.2022





# NEURODIVERSITY

## I N L A W

Neurodiversity in Law will not share your data with any other companies or organisations without your consent. If we partner with another organisation and/or this policy changes you will be made aware of the new policy on our website and/or by email.

Neurodiversity in Law may also receive your data indirectly from the following sources:

- Legal companies and institutions.
- Neurodiversity/medical organisations.

### How will we use your data?

Neurodiversity in Law mainly collects your data to enable the organisation to be run in a safe, efficient and appropriate manner, and to provide a service which benefits and adapts to its members. In particular, Neurodiversity in Law collects your data so that (where you have expressly consented or less commonly where other lawful bases exist) we can:

- Ensure that all members are over 18 years of age.
- Ensure that paid forward student memberships are only awarded to those in financial need.
- Dismantle stereotypes and misconceptions of, and destigmatise neurodiversity in the legal professions by sharing professionals', trainees' and aspiring professionals' stories and experiences of being neurodivergent, or by giving them a platform to do so. (We do not ask for members' neurodivergence status nor do we collect member data on neurodivergence status. Any member or non-member who elects to share their neurodivergence status, or experiences/stories of being neurodivergent, and agrees for Neurodiversity in Law to share that information publicly (e.g. talking as a panellist at an event, as an interviewee, as a speaker for a talk) does so voluntarily).
- Afford to run the organisation and its services by raising income through membership fees and donations.
- Offer you events, information and opportunities which are specific to your interests or status e.g. inviting Professional members to Professional only events.
- Maintain a line of communication with you to ask for further support or assistance (e.g. supporting us financially, in person, through social media output, by taking part in one of our events).



info@neurodiversityinlaw.co.uk  
@NDin\_Law

Document updated 17.03.2022



# NEURODIVERSITY

## I N L A W

- To update you on major changes or proposed changes to the organisation including: its structure, decision-making processes, and policies; AGMs; and the outcome of any major decisions.
- Contact you via any of the mailing lists you subscribed to which include:
  - o Campaign updates;
  - o Events;
  - o Newsletters;
  - o General marketing emails;
  - o Anonymised/pseudonymised surveys to improve/tailor our services;
  - o General committee updates;
  - o Careers and volunteering updates;
  - o Research updates;
  - o Website updates; and
  - o Membership updates.
- Post agreed data including photographs/images on our website and our social media, where you have agreed via a Consent Form.
- Store your information as a panellist'/interviewee/subject of an article/participant in a video or audio recording/other event participant in secure online storage until it is adapted to be made public on our website with your prior consent.
- Upload photographs of events to our website and social media.
- Remind you about your membership renewal date and to complete your membership application.

## How do we store your data?

Neurodiversity in Law securely stores your membership data in an online UK GDPR compliant database called MemberMojo. Other data is stored in secure online storage.

Neurodiversity in Law will keep the personal information input into MemberMojo for 13 months. This period covers your 1 year membership period and 1 month post lapse. Once this time period has expired, we will delete your data. If you renew your membership the 13 month period will restart from the latter of (a) the end of the first period or (b) the date of renewal. Neurodiversity in Law keeps a record of payments made via MemberMojo for 7 years. The 7 year period runs from the end of the relevant financial year. PayPal payments are kept for 7 years. The 7 year period runs from the relevant financial year.

If your membership application is rejected, all of your application information is deleted immediately except for your name which is kept for 13 months. If you do not



info@neurodiversityinlaw.co.uk  
@NDin\_Law

Document updated 17.03.2022





# NEURODIVERSITY

## I N L A W

complete your application after it is accepted, 13 months after you applied it will be rejected and all of the information within it except your name will be deleted after you applied. Your name will be kept for 13 months after rejection and deletion of the application.

Panellists'/interviewees'/subjects of articles, video or audio recordings/other participants' personal information in the form of e.g. draft interviews, draft blogposts/articles, photographs/images, audio/video recordings, and notes is stored securely online for a maximum of 2 months to allow the Outreach Team to edit it before publishing and making it public on our website/social media. Once published it is deleted from secure online storage, and the edited information you have agreed to publish will remain on our website/social media indefinitely, or until you retract your consent. Where your consent has been retracted we will delete the information as soon as practicable.

We have different retention periods regarding recruitment and interviews for recruits e.g. for volunteer positions (as opposed to those interviewed as part of our events, articles, recordings, or materials). Applications and CVs are deleted after 6 months. Any personal data from recruitment interviews will also be kept for 6 months. All of this data is stored securely online.

Consent forms and confidentiality undertakings are deleted after 2 years.

Non-member contact information such as name and email address is kept for 12 months in secure online storage.

Emails are either deleted after 12 months or as soon as no longer needed, whichever occurs first.

If law or our policy changes, this policy will be terminated, and a new policy will be drafted. You will be informed of any changes to our policy on our website and/or by email.

## Marketing

Neurodiversity in Law would like to send you information about our campaigns and other information or opportunities that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.



info@neurodiversityinlaw.co.uk  
@NDin\_Law

*Document updated 17.03.2022*



# NEURODIVERSITY

## I N L A W

You have the right at any time to stop Neurodiversity in Law from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, change your preferences through your MemberMojo account, or contact us directly.

### Membership

If you become a member of Neurodiversity in Law you have a right at any time to end your membership and to stop Neurodiversity in Law from contacting you.

If you no longer wish to be a member of Neurodiversity in Law, you can cancel your membership through your MemberMojo account, or contact us directly.

### What are your data protection rights?

Neurodiversity in Law would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Neurodiversity in Law for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Neurodiversity in Law correct any information you believe is inaccurate. You also have the right to request Neurodiversity in Law to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Neurodiversity in Law erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Neurodiversity in Law restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Neurodiversity in Law's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Neurodiversity in Law transfer the data that we have collected to another organisation, or directly to you, under certain conditions.



info@neurodiversityinlaw.co.uk

@NDin\_Law

Document updated 17.03.2022



# NEURODIVERSITY

## I N L A W

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us by email: [GDPR@neurodiversityinlaw.co.uk](mailto:GDPR@neurodiversityinlaw.co.uk).

### Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites or our social media, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### Privacy policies of other websites

Neurodiversity in Law's social media, website, and other content or resources may contain links to other websites. Our privacy policy applies only to our media, so if you click on a link to another website, you should read their privacy policy.

In particular please ensure you are familiar with the privacy policies of the various social media sites we use. You are reminded that if you engage with us on social media, you are responsible for what you share. If you join our LinkedIn network you are reminded that although it is a restricted group, whatever information you share or post, is done so at your own risk.

### Changes to our privacy policy

Neurodiversity in Law keeps its privacy policy under regular review and will inform you of any updates by uploading it to its website [www.neurodiversityinlaw.co.uk](http://www.neurodiversityinlaw.co.uk). Members will be emailed with policy updates. This privacy policy was last updated on 17 March 2022.

### How to contact us

If you have any questions about Neurodiversity in Law's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Membership and GDPR Officer: Danielle Gleicher-Bates

[GDPR@neurodiversityinlaw.co.uk](mailto:GDPR@neurodiversityinlaw.co.uk)



[info@neurodiversityinlaw.co.uk](mailto:info@neurodiversityinlaw.co.uk)

[@NDin\\_Law](https://www.linkedin.com/company/NDin_Law)

Document updated 17.03.2022



# NEURODIVERSITY

# I N L A W

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Neurodiversity in Law has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office <https://ico.org.uk>.



info@neurodiversityinlaw.co.uk  
@NDin\_Law

*Document updated 17.03.2022*