

## J S Publications Privacy Notice

In order to provide our services we need to gather some Personally Identifiable Information ('personal data'). This privacy notice explains what personal data we collect, how we collect the data, how we process it and how we share the data.

### Member Expert Witnesses

Member Expert Witnesses are those expert witnesses who have chosen to be included in the *UK Register of Expert Witnesses* and associated publications.

#### What information do we collect?

Data relating to the member's identity, location and expertise, including name, address, contact numbers, area of expertise and qualifications. We also collect data from the member's interactions with our websites.

#### How is it collected?

Data on a member's interactions with our websites are collected by our web servers and rely on cookies. Our websites clearly inform visitors of our use of cookies and we provide details on each website about what each cookie is used for. All other data are provided by the member through an annual draft authorisation process that enables the member to specify what information is published by us.

#### Why is it collected?

The member's data we collect and process are essential for the provision of the services the expert member has paid to receive.

#### How is it used?

The lawful basis for our processing of this data is legitimate interest. A member's data are used to provide the services the expert member has paid to receive. This includes some of the member's details being printed in hardcopy format and made available on-line and electronically.

#### Who will it be shared with?

A member's data is shared with those people who make use of the expert witness resources we publish.

#### The effect of our data handling on the individuals concerned

Our handling of a member's data has no effect on the member beyond the ability to receive the services they have paid to receive. Our data handling is highly unlikely to cause individuals to object because they have chosen to buy our services.

### Other Expert Witnesses

As part of our work to develop our services we look for practising expert witnesses who are not currently members of the *UK Register of Expert Witnesses*.

#### What information do we collect?

Data relating to the expert's name, address, contact numbers, area of expertise and qualifications.

#### How is it collected?

Data are collected from public information sources (e.g. the web), from face-to-face meetings at conferences, and by recommendation received from other expert witnesses and lawyers.

Why is it collected?

We collect the data as part of our ongoing development of our products and services.

How is it used?

The lawful basis for our processing of this data is legitimate interest. These data allow us to contact expert witnesses to market the *UK Register of Expert Witnesses* and to help lawyers make contact with expert witnesses who may be able to accept an instruction for work. The contacts may be by post, and if the data identify the expert as working within a commercial business, by email or telephone.

Who will it be shared with?

We do not share this data with anybody.

The effect of our data handling on the individuals concerned

The individuals will receive occasional marketing messages from us. As these people have been identified as practising expert witnesses, and we will only be communicating with them about either joining the *UK Register of Expert Witnesses* or offering to put them in contact with lawyers seeking to instruct an expert witnesses, we consider it unlikely to cause individuals to object.

### Lawyers and others who instruct expert witnesses

The *UK Register of Expert Witnesses* is a resource for lawyers needing to instruct an expert witness in litigation. We maintain a list of lawyers, and others who instruct expert witnesses, so we can market the *UK Register of Expert Witnesses* to them, and operate our Controlled Distribution List (the means by which we provide 1,000s of lawyers with a free copy of the printed *UK Register of Expert Witnesses*).

What information do we collect?

Data relating to the person's name, business address and contact details.

How is it collected?

We collect the data from publicly accessible resources, e.g. corporate websites.

Why is it collected?

We collect the data as part of our ongoing development of the products and services.

How is it used?

The lawful basis for our processing of this data is legitimate interest, to enable us to operate the Controlled Distribution List and to market our services to lawyers. We also sell subsets of the data to expert witnesses to allow them to post their own marketing material to lawyers.

Who will it be shared with?

We will share subsets of the data with expert witnesses who purchase it as a business-to-business postal mailing list.

The effect of our data handling on the individuals concerned

They may receive the printed *UK Register of Expert Witnesses* for free as part of our Controlled Distribution List. They may also receive business-to-business marketing material from us or from expert witnesses. We consider that our data handling is unlikely to cause individuals to object.

### Location of your information

Any servers or services that contain personal data are located within the EU.

## Children

Our products and services are not designed for children under the age of 13. If we discover that a person under the age of 13 has submitted information directly to us, we will endeavour to delete the information from our systems.

## Data retention, withdrawal of approval, access to data

If you choose to stop using our services, you can ask for your data to be removed from our servers by writing to [privacy@jspubs.com](mailto:privacy@jspubs.com). Please note that we may retain your data if it is required to comply with legal obligations. We may also have copies of your information in backups made for security purposes, but these backups are not accessible as separately delineated data.

You may request a copy of the information that we hold about you. To do so, please contact: [privacy@jspubs.com](mailto:privacy@jspubs.com). We may charge a fee in accordance with applicable law for this service.