Privacy Notice

LINKLATERS CAREERS
AGES 14-17

Hello! We're Linklaters and we're delighted you're interested in a career in law! We have lots of exciting opportunities and events we'd love to talk to you about and for you to take part in. If you want more information, or you're already attending our work experience, programmes and events, then this notice is for you.

We have this notice to show you that we treat you and your privacy very seriously and would like you to make good and well-informed choices!

Privacy notices tell you **how and why your personal information is used** by organisations. Learning this gives you control over your information and allows you to decide how it's used.

What do we mean by personal information?

It's things that make you - **YOU**! All unique information about yourself is your personal data, such as your name, phone number, email, birthday, and other information.

Who are we?

Our official name is Linklaters LLP, but we go by 'Linklaters' (or 'us' and 'we'). We're the 'controller' of your personal information. This means we decide how and why we use your personal information. We also keep it safe and only use it when we need to.

What personal information do we collect?

If you sign up to receive emails from us or apply for work experience, programmes or events we collect:

Contact details
Name, phone number and email address, family and emergency contact details

Equal opportunities and adjustments
e.g. eligibility for free school meals, if you're a carer, your ethnicity, dietary requirements and health records

School information
School name, contact details and year group

Age details
Date of birth and age

And sometimes we get your personal information from others (if we're allowed). For example, professional network platforms, early careers suppliers and non-profit organisations.

Linklaters

How will we use your personal information?

For things like:

Keeping you updated
Tell you about exciting career opportunities and events

Checking eligibility
Confirm you're able to take part in work experience, programmes and events, review your application and get you on board

Making adjustments
Make arrangements for any disability or dietary requirements you may have

But only:

- If we think it is fair on you and us
- To perform a contract we have with you
- To comply with the law
- If it's in your interests or the public's interest
- If you've told us that we can

If you don't provide your personal information, you may miss out on these exciting career opportunities.

We'll only use your personal information for these reasons, unless we think it's fair to use it for a new reason. If we need to use your personal information for a brand new reason, we'll tell you. Sometimes we might use your personal information for other reasons if the law says we have to.

Organisations can't do whatever they want with your information. Legally, they must tell you how they plan to use it - you can then decide if you feel comfortable with this use and want to share your data.

Do we share your personal information?

We keep your personal information safe and only share it with people that really need to see it. For example, companies and individuals who help us run our organisation and programmes, events and send communications.

Wouldn't you be upset if your information was shared without your knowledge e.g. with call centres? It's important you know that it will only be shared with limited people as needed.



Data breaches and cyber-attacks affect millions of people and can lead to your information being accessed in unauthorised ways. This could expose you to real world risks, like information that you would prefer to keep private being accessible to someone else. So it's crucial you know your information is secure and protected.

Do we send your personal information abroad?

These companies and individuals may be outside of the United Kingdom. But we make sure your information is kept safe by using great technology, special contracts and other measures.

How do we keep your personal information safe?

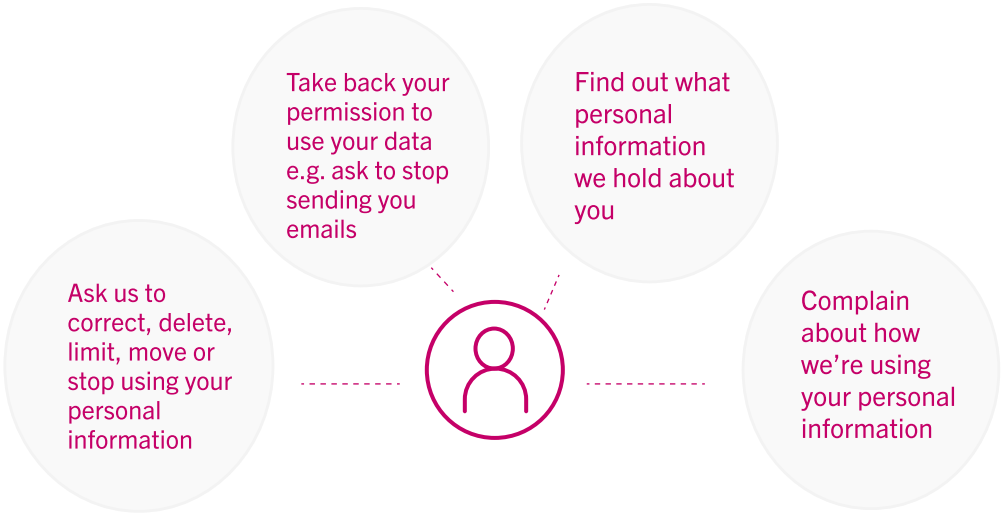
We put in place lots of systems to stop your personal information being accidentally lost, used or accessed in a way it shouldn't be. We make sure only people that are allowed to can access or use your personal information.

Organisations should delete your information when no longer needed and after specified periods of time. Legally, organisations can't hold your data forever! Imagine if your data was held for an infinite amount of time and you were contacted about a work experience opportunity 30 years from now!

How long do we keep your data?

We only hold onto your personal information for as long as we need to for you to attend work experience, programmes and events and to send you emails. We will delete your data when it's no longer necessary and after a specified period of time. But sometimes we might need to hold onto it for longer for legal reasons.

What legal rights do you have?



Contact us at any time using the details below to use your rights.

You should know that:

Payment not needed

You do not normally have to pay for this, but we might have to charge a reasonable fee if we feel what you've asked is unfair

Identification verification

We might need to ask for information from you so we can be sure that you are who you say you are

Response times

We'll try to respond to you within one month. It may take longer if your request is hard for us to complete, but we'll let you know.

You have privacy rights under various laws such as UK General Data Protection Regulation (GDPR). These rights give you the power to control use of your information.

What if you change your personal information?

If you change your name, address or any other information we hold about you, please let us know by emailing earlycareersuk@linklaters.com. That way we can keep it up to date.

Where can you find more information and how can you complain?

You can find more information about our Privacy Notice here.

We hope you never have to complain, but we have a Global Data Protection Complaints Procedure here. You can also complain or request support by contacting the data protection supervisory authority in your country. However, we would be happy to help you if you choose to inform us.

How can you contact us?

If you have any questions or want to use your legal rights please contact us by:

data.protection@linklaters.com

Head of Regulatory Compliance,
Linklaters LLP, 20 Ropemaker Street, London, EC2Y 9AR

Linklaters

APPENDIX

How did we create this Privacy Notice?

Our Privacy Notice needed a makeover

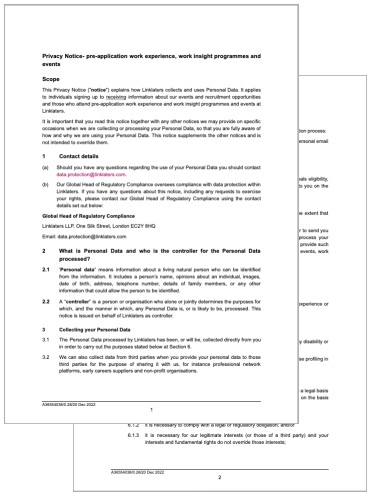
At Linklaters, we're all about doing things differently to ensure we're providing **high quality, user-friendly services and products**.

To illustrate our commitment to innovation, we decided to redesign our Privacy Notice for students attending our work experience, programmes and events. At 25 pages long, the original Privacy Notice was a bit too complicated (and a tiny bit boring) for students.

Getting anyone to read a Privacy Notice is difficult, so it was very unlikely that students would read and understand ours.

We knew we needed to do something to make the Privacy Notice - and other legal documents - **easier to understand**, **fun** and **readable**.

So we partnered with TLB who used **legal design** to create a **simplified, plain English, visually-engaging** document that students would want to read, even from their smartphone.



Privacy Notice- pre-application work experience, work insight programmes and events

Scope

This Privacy Notice ("**notice**") explains how Linklaters collects and uses Personal Data. It applies to individuals signing up to receiving information about our events and recruitment opportunities and those who attend pre-application work experience and work insight programmes and events at Linklaters.

It is important that you read this notice together with any other notices we may provide on specific occasions when we are collecting or processing your Personal Data, so that you are fully aware of how and why we are using your Personal Data. This notice supplements the other notices and is not intended to override them.

1 Contact details

(a) Should you have any questions regarding the use of your Personal Data you should contact data.protection@linklaters.com.

(b) Our Global Head of Regulatory Compliance oversees compliance with data protection within Linklaters. If you have any questions about this notice, including any requests to exercise your rights, please contact our Global Head of Regulatory Compliance using the contact details set out below:

Global Head of Regulatory Compliance

Linklaters LLP, One Silk Street, London EC2Y 8HQ

Email: data.protection@linklaters.com

2 What is Personal Data and who is the controller for the Personal Data processed?

2.1 'Personal data' means information about a living natural person who can be identified from the information. It includes a person's name, opinions about an individual, images, date of birth, address, telephone number, details of family members, or any other information that could allow the person to be identified.

2.2 A "controller" is a person or organisation who alone or jointly determines the purposes for which, and the manner in which, any Personal Data is, or is likely to be, processed. This notice is issued on behalf of Linklaters as controller.

3 Collecting your Personal Data

3.1 The Personal Data processed by Linklaters has been, or will be, collected directly from you in order to carry out the purposes stated below at Section 6.

3.2 We can also collect data from third parties when you provide your personal data to those third parties for the purpose of sharing it with us, for instance professional network platforms, early careers suppliers and non-profit organisations.

A3695483/Birth 28/20 Dec 2022

1

6.1.2 it is necessary to comply with a legal or regulatory obligation; and/or

6.1.3 it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;

A3695483/Birth 28/20 Dec 2022

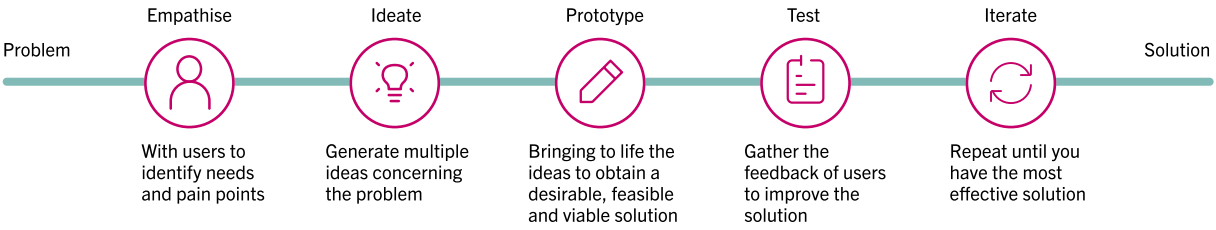
2

OLD VERSION

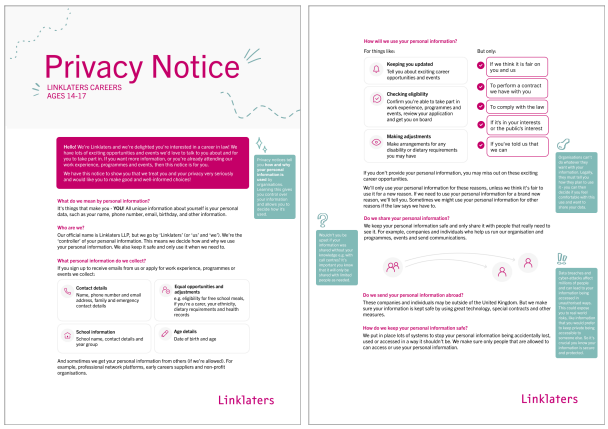
Right, but what's legal design?

Legal design is the application of **design thinking** and **user-centred design** to legal documents, processes and systems. Basically it means designing something with the user in mind to make it more **accessible, clear** and **usable**!

It usually follows these steps:



Cool, what was the result?



Privacy Notice

LINKLATERS CAREERS

AGES 14-17

Hello! We're Linklaters and we're delighted you're interested in a career in Law! We have lots of exciting opportunities and events we'd love to talk to you about and for you to take part in. If you want more information, or you're already attending our work experience, programmes and events, then this notice is for you.

We have this notice to show you that we treat you and your privacy very seriously and would like you to make good and well informed choices.

What do we mean by personal information?

It's things that make you - YOU! All unique information about yourself is your personal data, such as your name, phone number, email, birthday, and other information.

Who are we?

Our official name is Linklaters LLP, but we go by 'Linklaters' or 'us' and 'we'). We're the "controller" of your personal information. This means we decide how and why we use your personal information. We also keep it safe and only use it when we need to.

What personal information do we collect?

If you sign up to receive emails from us or apply for work experience, programmes or events we collect:

Contact details
Name, phone number and email address, family and emergency contact details

Equal opportunities and adjustments
e.g. eligibility for free school meals, gender identity, ethnicity and dietary requirements and health records

School information
School name, contact details and year group

Age details
Date of birth and age

And sometimes we get your personal information from others (if we're allowed). For example, professional network platforms, early careers suppliers and non-profit organisations.

Linklaters

How will we use your personal information?

For things like...

Keeping you updated
Tell you about exciting career opportunities and events

Checking eligibility
Confirm you're able to take part in work experience, programmes and events, review your application and get you on board

Making adjustments
Make arrangements for any disability or dietary requirements you may have

But only...

If we think it is fair on you and us

To perform a contract we have with you

To comply with the law

If it's in your interests or the public's interest

If you've told us that we can

If you don't provide your personal information, you may miss out on those exciting career opportunities.

We'll only use your personal information for those reasons, unless we think it's fair to use it for a new reason. If we need to use your personal information for a brand new reason, we'll tell you. Sometimes we might use your personal information for other reasons if the law says we have to.

Do we share your personal information?

We keep your personal information safe and only share it with people that really need to see it. For example, companies and individuals who help us run our organisation and programmes, events and send communications.

Do we send your personal information abroad?

Three companies and individuals may be outside of the United Kingdom. But we make sure your information is kept safe by using good technology, special contracts and other measures.

How do we keep your personal information safe?

We put in place lots of systems to stop your personal information being accidentally lost, used or accessed in a way it shouldn't be. We make sure only people that are allowed to can access or use your personal information.

Linklaters

NEW VERSION

Our new Privacy Notice is now **fun** and **engaging**!

We're communicating legal information in a much clearer way and **demonstrating Linklaters' brand values and innovative approach to law**.

Linklaters