

# GCA Law Partners LLP Privacy Policy

*Last Updated: October 1, 2020*

This Privacy Policy describes how GCA Law Partners LLP (“GCA,” “we,” “our” or “us”) processes, uses and shares the Personal Information (defined below) that it receives or collects from visitors to the GCA website (“Website”), blog sites and social media accounts (collectively, “Sites”), potential and ongoing clients, and any other individual or entity that may disclose Personal Information to us.

**For individuals located outside of the United States, please note that your Personal Information will be collected, processed and stored in the United States, which may have data protection laws that are different from (and may be less protective than) the laws of your country or region, such as the GDPR.**

## Scope of this Privacy Policy

This Privacy Policy applies to Personal Information that we collect online through the Sites when you contact us. It also applies to Personal Information that we collect or obtain in the course of representing our clients. Nothing contained in this Privacy Policy, however, alters or changes our obligations to our clients under applicable rules of professional responsibility.

This Privacy Policy does not cover information collected by any other company, a third-party site or third-party application that may link to, or that can be accessed from, any of our Sites.

By visiting our Sites or providing your Personal Information to us (whether via one of our Sites, by email or other written communication, in person or over the phone), you acknowledge and agree to our practices described below. If you have questions or comments about this Privacy Policy or our use of your Personal Information, please contact us at [privacy@gcalaw.com](mailto:privacy@gcalaw.com).

## Changes to This Privacy Policy

We may update this Privacy Policy from time to time. If we do so, we will post our updated Privacy Policy on the Website. By your continued use of any of the Sites, or provision of Personal Information to us, you consent to the terms of the revised Privacy Policy.

## When and How We Collect Personal Information?

“Personal Information” means any information about an individual from which that person may be identified. Personal Information includes your name, telephone number, email address, street address, as well as less obvious things like your IP address, device ID and location information. Personal Information does not, however, include information from which the identity of an individual has been definitively removed (anonymized data).

We collect Personal Information directly from you when you provide it to us, such as when you take any action while visiting our Sites or otherwise communicate with us, verbally or in writing. We may also collect information indirectly through automated technologies, such as cookies, or from third parties and/or public records.

## **Types of Personal Information We Collect**

### **1. Personal Information You Provide**

We collect Personal Information that you provide voluntarily through our Sites or otherwise (such as during our legal representation, when you request information from us, or register for an event we sponsor). The Personal Information you provide to us may include some or all of the following:

- Your contact information, e.g., your name, address, phone number, email address, company name and country
- Interests and preferences that you provide to us when requesting information or registering for an event we sponsor
- Personal Information provided to us by or on behalf of our clients or generated by us in the course of providing our services, which may include special categories of personal data
- Resumé or other employment-related data that you provide to us in connection with recruiting
- Any other Personal Information that you voluntarily choose to provide to us

If we ask you to provide any Personal Information not described above, the Personal Information that you are asked to provide and the reasons why you are asked to provide it will be made clear to you when you are asked to provide it.

### **2. Personal Information We Collect Automatically**

We collect certain information automatically from your device. Our web servers log some technical information automatically. Accordingly, Personal Information that we collect automatically may include information like your Internet Service Provider, IP address, device type, unique device identification number, browser type, broad geographic location (e.g., country or city-level location) and other technical information.

We may also collect information about how your device has interacted with our Sites, including the pages accessed and links clicked. Although this information may be considered Personal Information under applicable laws, we do not append or associate it with any Personal Information you may choose to provide.

Some of this information may be collected using cookies and similar tracking technology.

We may also collect Personal Information through third-party sources, such as public records, recruitment agencies and entities or individuals who act as agents for our clients.

### **3. Personal Information Collected in the Course of Legal Representation**

We collect Personal Information from and about our clients and prospective clients in connection with our legal services. The nature, scope and type of such information depends on the legal matter for which you have sought our services and may include: basic personal details such as your name and job title; contact data such as your telephone number and postal or email address; employment data; financial data such as payment information or bank account details; identification and other background verification data such as a copy of your passport; data collected as part of our client due diligence; and any other data that may be relevant to the legal matter(s) for which you engage us or seek our advice.

### **4. Personal Information Collected For Recruiting Purposes**

We collect information from and about potential candidates in connection with employment opportunities at GCA. This information may include name and contact information, resumé, academic records, employment history, and references.

We use the Personal Information that you provide to match your skills, experience, and education to available and/or specific roles within GCA. This information is passed to the relevant individuals involved in the recruiting process in order to assess next steps. We may also collect further information from you as you move along in the recruiting process.

In connection with our recruiting activities, we may also collect special categories of Personal Information from candidates when we have a legal obligation to do so if the information is relevant to the future provision of employment, or with the individual's explicit consent. For instance, we may need to collect information about a candidate's immigration status in order to ensure that we may legally hire that candidate, or a candidate's disabilities in order to provide a suitable working environment for that candidate if the candidate is hired by GCA. We may also need to conduct criminal background checks. We may also ask a candidate to provide diversity information about race/ethnicity and sexual orientation for diversity monitoring purposes, although providing this information will be entirely voluntary.

GCA collects Personal Information about candidates from a number of sources, including:

- Directly from the candidate – for example, information provided when applying for a position directly;
- From recruiting service providers – for example, when a recruitment agency contacts us to identify someone as a potential candidate;

- Through publicly available sources online – for example, through a professional profile posted online; and
- By reference or word-of-mouth.

## Why We Use Personal Information

We may use your Personal Information for a number of different reasons, as further explained below. In addition, for users located in the European Economic Area (EEA), we must have a valid legal basis in order to process your Personal Information. The primary legal bases under the European Union’s General Data Protection Regulation (GDPR) that justify our collection and use of your Personal Information are:

- **Performance of a contract** – When your Personal Information is necessary to enter into or perform our contract with you.
- **Consent** – When you have consented to our use of your Personal Information via a consent form (online or offline).
- **Legitimate interests** – When we use your Personal Information to achieve a legitimate interest and our reasons for using it outweigh any prejudice to your data protection rights.
- **Legal obligation** – When we need to use your Personal Information to comply with our legal obligations.
- **Legal claims** – When your Personal Information is necessary for us to defend, prosecute or make a claim.

Below are the general purposes and corresponding legal bases for which we may use your Personal Information:

- Communicating with you about your use of the Sites and our services, our legal representation or legal matters, events, and any recruiting activities or inquiries.  
**→ Performance of a contract, legitimate interests, and in some cases, legal claims**
- Providing legal and other services to you. We process Personal Information in order to administer and perform our services, including to carry out our obligations arising from any agreements entered into between you and us (please note that our Professional Services Agreements apply where we provide legal services).  
**→ Performance of a contract, consent, legal obligation, and in some cases, legal claims**
- Responding to your general inquiries or inquiries regarding webinars, events, and newsletters.

**→ Performance of a contract, legitimate interests**

- In the case of recruiting, evaluating whether you may be a match.

**→ Performance of a contract, legitimate interests, consent**

- Organizing events for which you have registered. We use the Personal Information we collect from you in connection with events that we organize to track registration, confirm attendance, and furnish certain details you have provided to us, such as your company affiliation, to other attendees. If you request at the time of your registration, or at any time afterward, we may use this information to call to your attention similar events that might be of interest to you. If so, you may opt-out by contacting us.

**→ Performance of a contract, legitimate interests, consent**

- Marketing our services. This allows us to provide you with information about new services or new areas of practice, legal updates or client alerts. We will provide an option to opt-in to receiving such communications, as well as an option to unsubscribe or opt-out of further communication on any electronic marketing communication sent to you (or you may opt-out by contacting us).

**→ Legitimate interests, consent**

- Complying with our legal and regulatory obligations. We may use Personal Information to fulfill our legal; for the prevention of fraud and/or other relevant background checks as may be required; to enforce our legal rights; to comply with any legal or regulatory reporting obligations; and/or to protect the rights of third parties.

**→ Legal obligation, legal claims, legitimate interests**

- Complying with our risk management obligations (such as identifying conflicts of interests, performing client due diligence).

**→ Legitimate interests**

- Conducting statistical analyses.

**→ Legitimate interests**

- Where necessary, recovering any payments due to us for our legal or other services, including enforcing such recovery through debt collection agencies or taking other legal action (including in connection with legal and court proceedings).

**→ Performance of a contract, legal claims**

- Making changes to our business, for example, if we undergo a re-organization (i.e., we merge, combine or divest a part of our business), in which case we may be required to transfer some or all of your Personal Information to third parties as part the process, as further described below.

→ **Legitimate interests**

### **Disclosure of Information**

We disclose your Personal Information to those of our personnel who need to process Personal Information in order to provide our services. In addition, we may disclose your Personal Information to the third parties indicated below (and for the following reasons):

- Service providers that help us provide the Sites, and provide data hosting and cloud storage, disaster recovery, communication, and analytics services;
- Professional service providers, such as auditors, lawyers, consultants, accountants, and insurers;
- Governments, regulators, law enforcement and fraud prevention agencies; and
- In the event of a business transfer.

### **Third-Party Service Providers**

The following categories of third parties may collect, process or receive your Personal Information in order to assist us in providing our Sites and services:

- Entities that host various components of our Website
- Service providers who assist us with recruiting, blog delivery and other services
- Service providers who assist us with the performance of our legal services, such as experts, translators, and eDiscovery providers
- Service providers that help us administer certain activities, such as technology and IT services, information and document management, records storage and retention, and photocopying

We do not allow our third-party service providers to use your Personal Information for their own purposes and only permit them to process your Personal Information for specified purposes and in accordance with our instructions. We require all third-party service providers to respect the security of your Personal Information and to treat it in accordance with the law.

### **Legal Obligations & Security**

We will disclose your Personal Information: (i) when we have a good faith belief it is required by law, such as pursuant to a subpoena, warrant or other judicial or administrative order (as further explained below); (ii) to protect the safety of any person;

(iii) to protect the safety or security of our Sites or to prevent spam, abuse, or other malicious activity on our Sites; or (iv) to protect our rights or property or the rights or property of those who use our Sites and/or services.

If we are required to disclose Personal Information by law, our policy is to respond to requests that are properly issued by courts or law enforcement within the United States or otherwise via a mutual legal assistance mechanism (e.g., treaty). Under such circumstances, we will attempt to provide you with prior notice that a request for your information has been made, in order to give you an opportunity to object to the disclosure. We will attempt to provide this notice by email if you have given us an email address. We may receive requests for information that include a court-granted confidentiality order, which prohibits us from giving notice to the affected individual. In cases where we are subject to a confidentiality order, we will notify the individual when it has expired or once we are authorized to do so.

Note that if we receive information that provides us with a good faith belief that there is an exigent emergency involving the danger of death or serious physical injury to a person, or the detection or prevention of a crime, we may provide information, including Personal Information, to authorities trying to prevent or mitigate the danger.

### **Business Transfer**

We may transfer your Personal Information to an affiliate, a successor entity upon a merger, consolidation or other reorganization in which GCA or its partners participate, or to a purchaser or acquirer of all or substantially all of GCA's business or assets, including a successor in bankruptcy.

### **Co-Counsel or Successor Counsel**

We may transfer your Personal Information to co-counsel representing you with GCA in a matter, or to successor counsel upon your written authorization.

### **Tracking Disclosure**

GCA tracks users' use of the Sites but does not track users across third-party websites. We do not respond to Do Not Track (DNT) signals.

### **Changing Your Information and Choices**

If you would like us to stop using your Personal Information, or if you want to change Personal Information you previously have provided to us via the Sites, please contact us at [privacy@gcalaw.com](mailto:privacy@gcalaw.com) and we will comply to the extent required and allowed by applicable laws

### **Links to Other Websites or Social Networks**

Our Sites may link to websites or social networks maintained by outside organizations. Please be aware that these third-party websites are governed by their own privacy policies and do not fall within this Privacy Policy.

## **Children**

We recognize the privacy interests of children, and we encourage parents and guardians to take an active role in their children's online activities and interests. We target our Sites and the services we offer to adults and not to children under 18 years of age. To the extent that we are required to collect information regarding a minor in order to provide our legal services, we do so with parental consent.

## **How Long Do We Keep Your Personal Information?**

Your Personal Information is processed for the period necessary to fulfill the purposes for which it is collected, to comply with legal and regulatory obligations and for the duration of any period necessary to establish, exercise or defend any legal rights.

## **Protecting Your Personal information**

We have put in place reasonably appropriate technical and organizational measures to protect the Personal Information that we collect and process about you. The measures that we use are designed to provide a level of security appropriate to the risk of processing your Personal Information.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## **International Transfers**

The Personal Information that we collect is stored and processed in the United States, which may have data protection laws that are different from) the laws of your country or region.

By sending us Personal Information, you agree and consent to the processing of your Personal Information in the United States, and to the processing of that information by us in the United States, as described in this Privacy Policy.

## **How to Contact Us**

If you have any questions about this Privacy Policy, or would like to exercise any of your rights if you are located in the European Economic Area, please contact us at [privacy@gcalaw.com](mailto:privacy@gcalaw.com) or (650) 428-3900.

## **Additional Legal Rights For Users in the European Economic Area**

If the GDPR applies to you, you have certain rights in relation to your personal information:

- The right to be informed – our obligation to inform you about the collection, processing and disclosure of your Personal Information;



- The right of access – your right to request a copy of the Personal Information we hold about you;
- The right to rectification – your right to request that we correct Personal Information about you if it is incomplete or inaccurate;
- The right to erasure (also known as the ‘right to be forgotten’) – under certain circumstances, you may ask us to delete the Personal Information we have about you;
- The right to restrict processing – your right, under certain circumstances, to ask us to suspend our processing of your Personal Information;
- The right to data portability – your right to ask us for a copy of your Personal Information;
- The right to object – your right to object to us processing your Personal Information; and
- Rights in relation to automated decision-making and profiling – our obligation to be transparent about any profiling we do, or any automated decision-making.

These rights are subject to certain rules regarding when you can exercise them. If you are located in the European Economic Area and wish to exercise any of the rights set out above, please contact us.

We may need to request specific information from you to help us confirm your identity. This is a security measure to ensure that Personal Information is not disclosed to any person who has no right to receive it.

Finally, you have the right to make a complaint at any time to the supervisory authority for data protection issues in your country of residence. However, we would appreciate the chance to address your concerns before you approach the supervisory authority, so please contact us first.