

# GBA Online CLE Software

## Privacy Policy

This portal, website, social media platform, blog, vlog, online data/discussion forum, mobile app (the “Site”) has been licensed to and provided by the Ghana Bar Association (GBA). Use of the Site, howsoever your means of access, use, interaction or participation and whatsoever your duration of access, use, interaction or participation, is governed by our terms and conditions (“T&C”) which is available on this Site.

### Privacy notice

On visiting or using the Site we sometimes need to collect information on you or about you. We are committed to preserving your privacy. This policy attempts to help you understand how we use and protect your information obtained from using our Site.

### Information about you

We use information collected on you or about you to serve you, our members, the larger body of lawyers in Ghana, the judicial service of Ghana, users or potential users of the court or judicial system of Ghana.

### Forms

On each of our online forms you use, there will be further details of why we are collecting the information asked for.

We will always ask for your consent to process your information before you can submit the form.

### Storing your preferences

We store some preferences you have using the Site with the sole purpose of saving you from repeated entry of your information.

### Ways we contact you

We collect and store your contact information such as address, phone number and e-mail address. Depending on the circumstances we may contact you by post, telephone, e-mail or text message by whatever technology available to us. Please contact us through the contact information below to update these preferences.

# Storing your information

In most cases, your personal data is stored on cloud servers procured for the use of the GBA.

We employ the services of third-party companies to enhance the quality, service and functionality of the services available on our Site.

GBA however always retains ownership and control over the personal data that you handover to us through this Site. Such ownership and control however remains subject to our contract for cloud server services.

# Update personal information

You can request that we update or remove information about you on our Site. This could be because of a name change or because you no longer wish to be a lawyer. Such changes are however subject to the decision of the General Legal Council of Ghana from whom you must seek prior approval for us to effect the change on our Site.

# Who do I need to contact?

To request an information change or removal you should contact the GBA at the address provided below.

# How we use your information

Your personal details can be used to provide you with information, products or services as well as helping us tailor the Site to your preferences. We also use your personal details to respond to users or potential users of the court system who inquire about lawyers in Ghana. We however do not provide information on date of birth that may be linked to your person.

We use your information to:

- maintain a contract we have with you, such as your solicitor license renewal or any other service you wish to access
- enable us to supply you with the goods, services and information you have requested through our Site
- ensure that content from the Site is presented in the most effective manner for you and for your access device or computer
- in order to administer, support, improve and develop the Site we do analyse some information we collect during your visit to our Site.
- notify you about changes to our service
- notify you about our activities and provide you with general information that concern our members or lawyers in Ghana

- Publish membership directories, membership lists and registration lists on our Site and in print and digital media to allow lawyers and the public to find you; such directories and lists will not include bank or credit card information, date of birth or personal identification numbers such as social security numbers and tax or other identification numbers.

## Cookies

We use cookies and other technologies to improve our service, enable the use of third-party services like YouTube videos for continuous legal education (CLE), and serve interest-based advertising on third-party websites. You may clear cookies data that we have stored on you, or change your cookie settings through the web browser that you use to access our Site.

## What is a cookie?

A cookie is a small file downloaded on to your device when you access certain websites. Cookies allow sites to recognise your device when you make a return visit.

We use several types of cookies for a range of reasons.

Some are essential, while others you can opt out of or block. Opting out or blocking some cookies may affect the functionality of the Site.

When you leave our Site or click on links that lead to external websites, we are unable to control what cookies are set in any way. You will need to set your cookie preferences for those sites as well.

## Why and how we use cookies

There are broadly four reasons why a cookie might be stored on your device.

- Cookies that make the Site work properly for you and enable you to make use of the secure online services that we provide.
- Cookies that collect data about your use of the Site which is then anonymised and used to help us improve our online services.
- Cookies that remember your preferences and make the site easier for you to use.
- Cookies that are placed by third party services we make use of to enhance the information we present online. We have no control over these third party cookies.

These cookies are placed on your device either by us or by the third parties whose services we use as part of the Site.

Some cookies are retained in your browser for only as long as you visit our Site, while others persist for a longer specified or unspecified period.

## How to block cookies

You can restrict or block cookies which are set during your use of our Site by changing your browser's settings. Some pages may not work if you completely disable cookies, but many third party cookies can be safely blocked.

Check information in your browser's help section for specific instructions on how to manage cookies. Alternatively, websites such as "All About Cookies" provide comprehensive guidance.

## Automated processing and profiling

We do not use profiling, unembodied robots, machine learning, artificial intelligence or automated decision-making processes to process personal information you submit to us.

## Storage of your information

Your information is securely transmitted via our Site using commercially reasonable and available security keys and software. Once we have received your information, we will also use strict procedures and security features, including standard encryption and decryption, to prevent unauthorised access.

How long we keep your data depends on the purpose for which the information was supplied and on the laws of Ghana.

## Passwords

Where you have chosen or where we have given you a password to access certain parts of the Site, you are responsible for keeping this password safe and confidential. You must not share a password with anyone. And change your password very often to ensure it continues to remain confidential. Change your password and notify us as soon as you believe your password has been stolen or compromised in any way.

## Online transactions

All payment transactions will be encrypted using available and applicable technology.

Areas of the Site that process online transactions make use of - and transfer data to - third party software and service providers. All third-party software and service providers that we use are compliant with the relevant Payment Card Industry standards.

We will never request you to handover your online payment details through an email or other services that lie outside this Site.

## Disclosure of your information

We will not share, sell or distribute any of the information you provide to us that identify you in person, except where we believe in good faith that a disclosure is:

- necessary to enforce our rights, including under our Terms and Conditions of use

- required or permitted by law
- necessary for third parties to offer you products and services that may be of interest to you professionally or personally (e.g., business software solutions or member product discounts). Users can request their information to be removed from such lists by contacting us
- necessary to ensure the security of your access devices while using the Site
- necessary to increase your visibility to the general public for the enhancement and growth of your legal practice and legitimate business interests.

Please note that non-personalised advertising links or other links that take you to sites not operated by the GBA, may be subject to the privacy policies of such third-party sites.

Third party companies that operate on this Site and from whom the GBA has licensed its use of this Site include dbCom Ltd, owners of the online video conferencing product called Moose, and Alphabet Inc, owners of the online video conferencing product called Google Meet.

## Changes

We reserve the right to amend or replace this policy at any time.

## Enquiries

Please get in touch with us if you have any queries using the following contact details.

**e-mail:** *info@ghanabar.org*

**Address:**

H/NO. 5,

2nd Ave. State House Road,

South-East Ridge, Adjacent to Ghana International Press Centre,

Accra, Ghana.

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