

LAWFAS Privacy Notice



- **LAWFAS** (Legal Advisors Worktop Functional Area System) is a web portal, based on SharePoint 2010, that creates an interconnected and interactive community of **NATO** and national legal offices to assist, facilitate and improve legal support for the Alliance in its operations and activities. **LAWFAS** is sponsored by ACO/SHAPE Legal Office. This privacy notice shall be ruled only by NATO/ACO Data Protection norms.
- **LAWFAS** collects, processes and uses personal data (Name, E-Mail, Telephone Number, End of tour/duty, Position Title, Office/Division, Senior Legal Name and the relationship of the prospective users' functions to **NATO**) only upon consent. Prospective users shall give consent to the processing or use of their personal data and shall be expressed in an opt-in section once s/he registers into the Web Portal. Users already registered in the Platform before the entry into force of this notice shall receive a notification confirming the process of their personal data and requesting the consent of its future processing.
- Generally, **LAWFAS** stores users' personal data only during the users' membership period and for as long as it is necessary to render our Paralegal Online Service and Technical Assistance. **LAWFAS** will use users' personal data on the Web Portal to contact them and inform of anything **LAWFAS** thinks users might be interested in and related to the Portal purposes. In addition, as part of the password policy, **LAWFAS** shall automatically contact users when their accounts are almost expired in order to create a new password. As a non-profit web portal, **LAWFAS** does not use 'cookies' to store preferences and settings help with sign-in or to provide advertisements.
- On a consent basis, users also have the choice of filling in the "Colleague-Finder" form in order to keep in touch with the **LAWFAS** Community. **LAWFAS** Team takes care of and is highly cautious with the processing of personal data.
- Users have the right to require **LAWFAS** to restrict the processing of their data. Users shall have the option to opt-out from the **LAWFAS** Mailing List by filling in an opt-out form and sending it through an email to the **LAWFAS** Team. Once a user communicates **LAWFAS** Team its decision to eliminate her/his account on the Portal, the data subject has also the right to revoke her/his consent at any time by filling in an

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opt-out form. LAWFAS will delete users' personal data unless it shall be used as possible evidence due to unlawful use of the service by that user. If required, **LAWFAS** shall share information with **NATO/ACO** inquiry authorities or Host Nation law enforcement or in response to requests by the designated investigating or litigation authorities.

- **LAWFAS** Team is obliged to observe confidentiality and to respect **NATO/ACO** personal data procedures. **LAWFAS**, within its means and capabilities, shall take technical and organisational measures to ensure an appropriate level of security and to protect users' data administrated by **LAWFAS** Team, especially from the risks of unintended or unlawful destruction, manipulation, loss, change or unauthorized disclosure or unauthorized access.

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