

Privacy Policy

1. GENERAL INFORMATION

1.1 ADR Management Consultancies (“ADR”) a Dubai establishment with professional license 796776 owned and managed by Mr Alec Emmerson who provides services as an arbitrator (Alec Emmerson) together commit to protecting and respecting your privacy.

1.2 This policy sets out the basis on which any personal data collected from you, or that you provide, will be processed by ADR/Alec Emmerson. Please read the following to understand our policies and practices regarding your personal data and how it is treated.

2. INFORMATION WE MAY COLLECT FROM YOU

2.1 The arbitral process requires that we may collect and process information about parties, their representatives, other arbitrators, witnesses, experts, tribunal secretaries and all others who may be identified or identifiable in any data processed in the context of the proceedings. Much of the data may be provided by third parties rather than the data subject. When you provide any personal data of third parties you may have a duty to notify them. The information we may receive may include your name, address, e-mail address, phone number, work details, financial and credit card information, the name of your Firm, the name of and contact details for the Client(s) who you represent and the details of relevant arbitration proceedings, including the names of and contact details for the parties and their representatives.

2.2 You should provide to us accurate information and keep such information up-to-date.

3. COOKIES

3.1 Our site might use cookies to distinguish you from other users of our site. Among other things, this helps us to provide you with a good experience when you browse our site and also allows us to improve our site.

4. USES MADE OF THE INFORMATION

4.1 We might use information held about you in the following ways:

- (a) to operate, and contact you regarding the arbitral process;
- (b) to carry out our obligations arising in any arbitration;
- (c) to notify you about changes to our services;
- (d) to administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- (e) to improve our site to ensure that content on our site is presented in the most effective manner for you and for your browsing equipment; and
- (f) as part of our efforts to keep our site safe and secure.

5. DISCLOSURE OF YOUR INFORMATION

5.1 We may share your personal data with selected third parties, including IT providers and banks who store and process information for us or who are appointed by us to process fees payable by you in connection with the arbitral process.

5.2 We may also disclose your personal data to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply any terms and other agreements which apply to our relationship; or to protect the rights, property, or safety of us or others.

5.3 Mainly we must process personal data relating to the parties, their representatives, other arbitrators/tribunal secretaries, witnesses, experts and all other individuals that may be identifiable in any data that is processed in the context of an arbitral proceeding or of an appointment.

6. WHERE WE STORE YOUR PERSONAL DATA

6.1 The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (**EEA**). It may also be processed by staff operating outside the EEA, who work for us. These staff may be engaged in, among other things, the fulfilment of any request from you, the processing of your payment details and the provision of support services. By submitting your personal data, you expressly agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy policy.

6.2 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

7. ACCESS TO INFORMATION

7.1 The applicable law may give you the right to access information held about you. Your right of access can be exercised in accordance with the applicable law. Any access request may be subject to a fee of AED 100 to meet our costs in providing you with details of the information we hold about you.

8. CHANGES TO OUR PRIVACY POLICY

8.1 Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check to see any updates or changes to our privacy policy.

9. CONTACT

9.1 Email: alec@emersonarbitrator.com.