**Privacy Policy**

NAME OF ORGANISATION

Companies Houser Registration No.

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| --- | --- |
| Last updated | DATE |

**Definitions**

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| Organisation | NAME OF ORGANISATION |
| Employees | directors, staff (paid or unpaid) |
| Members | means members and associated members of the NAME OF ORGANISATION |

NAME OF ORGANISATIONis the controller of personal data provided to it and is therefore committed to respecting the privacy of individuals and, as required by the General Data Protection Regulation (GDPR), is registered with the Information Commissioner’s Office. NAME OF ORGANISATIONregistration number is [insert registration number].

This Privacy Policy describes how NAME OF ORGANISATIONprocesses the personal data that it collects.

***What personal data does*** NAME OF ORGANISATION ***collect?***

NAME OF ORGANISATIONcollects personal data which identifies you or that can be used to identify you. This personal data may include information such as your name, age, home address, telephone number, e-mail address, gender, organisation name, job title, occupation, business address, membership number, education, training, qualification records, bank and payment details, IP address and expression for areas of interest.

***How is your personal data collected by*** NAME OF ORGANISATION

* NAME OF ORGANISATION Website
* Email, post and telephone
* In person: events, conferences, exhibitions and via NAME OF ORGANISATION employees, members and affiliates
* NAME OF ORGANISATION social media channels and discussion forums
* Third parties

***Why do we need your data?***

We need to know your data to facilitate the provision of services to you as a customer, member, regulator, policy maker or supplier. We will only collect information that is essential to provide and oversee this service.

***How does NAME OF ORGANISATION use your personal data?***

* To administer and manage membership of NAME OF ORGANISATION (e.g., for the purposes of considering membership applications, making offers of membership, communicating to members, internal communication and administration of membership, financial transactions relating to membership, understanding and building profiles of NAME OF ORGANISATION(members, etc).
* To administer or manage responses to policy makers, regulators or other third parties on behalf of the organisation.
* To advertise, promote and market the business, products, services and activities of NAME OF ORGANISATION(including without limitation, sending e-mail notifications and otherwise providing information regarding NAME OF ORGANISATION events and activities)
* To send e-mail notifications or e-newsletters and otherwise provide information that NAME OF ORGANISATION believes may be of interest to you regarding third parties’ products, services and activities.
* To continue to develop the business, goods, services and activities of NAME OF ORGANISATION**.**
* To respond to enquiries and to keep you updated with the progression of any ongoing investigations
* To create a NAME OF ORGANISATIONRegister of Members.

Personal Data will only be processed where one or more of the following conditions apply:

• We have legitimate interests which include processing Personal Data for the purposes of providing, improving and advertising our products, services and information

• Where such processing is necessary to perform a contractual agreement with you or in preparation of entering into a contract with you

• When necessary to comply with a legal obligation, resolve disputes and enforce our contractual agreements.

**The Use of Cookies**

NAME OF ORGANISATION’Sweb site also makes use of cookies, small text files that contain a unique identification number written to a user’s hard disk and read by a server program. You can disable the use of cookies via your internet browser; however, this may mean that you will not be able to log in to NAME OF ORGANISATIONweb site.

For more information regarding the different types of cookies that our website uses, please refer to our Cookie Policy.

**Links to other Websites**

NAME OF ORGANISATION**’**Swebsite may contain links to other sites not controlled or monitored by NAME OF ORGANISATION. These sites may independently send cookies and collect data and information. NAME OF ORGANISATIONis not responsible for, and does not accept any liability for, their actions or the content of their sites.

**Who NAME OF ORGANISATION may disclose your Personal Data to:**

All personal data is processed internally by our staff in the UK, however NAME OF ORGANISATIONmay share part or all of your personal data with the following third-party categories or persons:

• NAME OF ORGANISATIONRegional/Special Interest Group representatives for the purpose of administering and managing your membership and member events. Such representatives are obliged to comply with a Code of Conduct in relation to their use and storage of your personal data.

• Business associates and trusted suppliers, data processors and contractors for the purposes of administering and managing your membership of NAME OF ORGANISATIONand for the purposes of providing you with information, products and/or services and managing and administering such requests.

• Business associates, data processors and other trusted suppliers of goods or services for the purposes of providing you with information that NAME OF ORGANISATIONbelieves may be of interest to you regarding NAME OF ORGANISATION’Sor its members’ or third parties’ products and/or regulatory services.

• Government/Regulatory authorities, if legally required to do so, or if NAME OF ORGANISATIONbelieves necessary in connection with an investigation of any activity that is illegal or may expose NAME OF ORGANISATIONto any liability.

• IT hosting and maintenance

• For the purposes of event organisation, hosting platforms and venues.

• Third parties in connection with any proposed merger and/or acquisition, re-organisation, or sale of all or substantially all of NAME OF ORGANISATION’sbusiness.

**Security**

NAME OF ORGANISATIONtakes all reasonable steps to ensure that the personal data you disclose to NAME OF ORGANISATIONremains in a secure environment. However, NAME OF ORGANISATION cannot and does not guarantee that your personal data will be free from unauthorised interception or access and except in cases of fraud by NAME OF ORGANISATION, the organisation shall not be liable to you for any losses caused by any such unauthorised interception or access.

NAME OF ORGANISATIONis committed to protecting the personal data you supply to us. Information collected will be relevant to the purposes for which it is intended and we will do our utmost to ensure that such data will be accurate and complete. Whenever personal data is obtained, you can request the information as to how that data will be used.

**Data Retention**

NAME OF ORGANISATIONwill retain information you have supplied for no longer than is necessary for the purposes of which it is being processed or as long as the law requires.

• Financial records will be kept for six years

• Qualification data will be kept permanently

• Member specific data will be kept for a minimum of two years, or to meet a legal or financial obligation.

• Individuals who have unsubscribed from all communications and who are no longer using a NAME OF ORGANISATION service or product will be removed from the system providing there are no other legal or financial obligations compelling us to retain the data.

**Your Rights**

**Right to Withdraw Consent**

It is NAME OF ORGANISATION’sintention to give individuals as much control as is reasonably possible over how their personal data is processed by NAME OF ORGANISATION**.** Accordingly, you are able to amend your preferences at any time to opt-in or opt-out of communications. Please note the right to withdraw consent does not override any legal requirements stipulating data processing.

If you wish to amend your consent preferences for receiving communications, please do so by contacting NAME OF ORGANISATION**.**

**Review, Correction, Access, Questions, and Comments**

If at any time you wish to update the personal data you have provided to NAME OF ORGANISATION**,** wish to see NAME OF ORGANISATION’s records relating to your personal data; have any questions or comments about NAME OF ORGANISATION’s privacy practices; or wish to exercise your right to erasure please contact NAME OF ORGANISATION.

**Making a Complaint**

NAME OF ORGANISATION is committed to protecting your personal data as explained in this Privacy Policy, however, if you have any reason to complain please email our Data Protection Officer on EMAIL or write to us c/o ADDRESS OF ORGANISATION.

If you are not satisfied with our response or would prefer not to approach us, you may complain directly to the Information Commissioner’s Office (ICO) with details of the complaint. You may contact them by telephone on 0303 123 1113, visit their website at https://ico.org.uk/ or write to them at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**Changes to our Privacy Policy**

Any changes we may make to our Privacy Policy in the future will be posted on the website. By continuing to use our website you will be deemed to have accepted such changes.

**Policy ends**