



NSEAD

Privacy Policy

The Society is committed to protecting your privacy at all times.

Policy Aims

This policy sets out how the Society uses and protects the personal data that you provide to us.

This policy and relevant procedures aim to ensure that the Society has effectively prepared for and is compliant with the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

We will treat any personal information collected, in accordance with this policy, the GDPR 2018, the data protection act of 1998, and the privacy and electronics regulations of 2003.

The policy applies to members, non-members, tenants, employees and anyone who uses our services.

Implementation of the Policy

The Society already strictly adheres to the requirements of the UK Data Protection Act 1998.

Decision makers and key people within the Society were made aware of implementing the new GDPR through minuted meetings during 2017-18.

The Society updated its Privacy Policy in April 2018 in readiness for compliance by 25 May 2018.

The Society informed its members of the implications of the new legislation in April 2018 through EBulletin and a notice on the website.

The information we hold

The Society records what personal data it holds, where it comes from and with whom it is shared through its database.

The Society only collects the personal data that it needs, specifically.

- Name, address, phone number(s), email address, the name and address of a school or similar institution, membership category, payment information whether by cheque

or credit/debit card. No credit card details are recorded but if you choose to pay by Direct Debit your bank details are collected.

- Data in connection with specific activities to include registration, placing an order, conducting research or surveys, volunteering.
- Images, personal descriptions, opinions, user names and passwords collected on request.
- Technical information to include information on how visitors use our website to help us develop and improve our website:
- Technical information, including internet protocol (IP) addresses, log in information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform.
- Information about your visit including click stream to, through and from our website, products you viewed or searched for, page response time, length of visits to certain pages, interaction information, any phone number used to call our office number, the website visited before the NSEAD website. The Society uses Google Analytics to collect but not share this information.

Please note that certain services on our website will not be available to you until you have registered to use our website as a member.

The Society does not obtain, hold nor process data with, from or about children and young people under the age of 18.

Using your information

The Society will only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (from 25 May-2018) UK Data Protection Act and privacy of Electronic Communication Regulation.

The collection of personal data is used by the Society for three reasons.

- To help us administer, analyse and enhance membership services
- To obtain statistics to help us achieve our constitutional purposes
- To enable us to generate, process and complete revenue from the website

The Society will not sell or otherwise transfer your information to other parties, except for electronic and postal mailing houses to enable us to send you printed and electronic publications.

Your involvement with us will result in personal data being created. This could include details of how you have volunteered time with us, or been involved in our CPD events or have made a donation to us.

Information gathered includes demographic data and browsing patterns but is only collected in aggregate form, no individual user is identified. This is used to identify information needs, audit usage of the site, and build up profiles.

We may collect sensitive personal data for Equal Opportunities monitoring, for example, if requested by funders.

If asked by the police, or any other regulatory or government authority investigating suspected illegal activities we may need to provide your personal data.

If you are employed by us we may collect extra information about you (references, criminal checks, medical conditions) etc. This information will be retained for legal or contractual

reasons, to protect us (including in the event of an insurance or legal claim), and for safeguarding purposes.

We will not sell, distribute or pass your personal information to third parties except in accordance with this policy or when requested to do so by law.

If we do use a third party to capture some of our data on our behalf, for example, survey or research purposes, we would only do so if confident that they would treat your data securely, in accordance with our terms and conditions and in line with the requirements set out in the GDPR.

Cookies

Cookies are small pieces of information stored by your internet browser onto your computer's hard drive. When you enter a site your computer will automatically be issued with a cookie. The Society uses cookies to make a link between you and the information you have provided on our website. Cookies do not identify the individual user, just the computer used. Cookies themselves only record those areas of the site that have been visited by the computer in question and for how long. Users have the opportunity to set their computers to accept all cookies, to notify them when a cookie is used, or not to use a cookie at any time. If you disable cookies then certain personalised services will not be available to you.

Storage of your personal information

The Society will hold your personal information on its systems for as long as you use the services you have requested, and remove it in the event that the purpose has been met, at your request, or in the case of membership, when you no longer want to continue as an NSEAD member.

Communicating privacy information

The Society will ensure its privacy notice is available to all members and non-members. The Society will regularly refresh its privacy policy in line with future legislation.

Individual's rights

The Society respect and ensure procedures are correctly in place to cover the rights of individuals as follows

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right not to be subject to automated decision-making to include profiling

If at any point you believe the information we possess on you is incorrect you can request to see this information and have it corrected or deleted. You also have the right to be told how your personal information will be used. This section along with the data protection policy is designed to give you clear understanding of how your data is stored and used by us.

- For more information about your rights please consult the Information Commissioner's guidance at, <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>
- Where we rely on your consent to use your personal information, you have the right to withdraw that consent at any time.
- If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at info@nsead.org

Subject access requests

You have the right to request a copy of the personal information the Society holds about you and to have any inaccuracies corrected. The Society will comply with your request within one month.

Other Websites

Other websites linked from the Society's domain are not covered by this privacy statement.

Payments

Payments made on our website are handled by Worldpay. We recommend that you read their privacy policy before making a payment. This can be found at

<https://www.worldpay.com/uk/privacy-policy>

The Society reserves the right to change our service providers without prior notice. Please check this page regularly for updates.

If making a purchase over the phone you will be asked to provide your credit/debit card details which will be destroyed after use.

Data breaches

The Society has procedures in place to detect, report and investigate a personal data breach through GO2IT Solutions.

Data Protection by design and Data Protection Impact Assessments

The Society will carry out a Data Protection Impact Assessment if it ever

- Uses systematic and extensive profiling or automated decision-making to make significant decisions about people.
- Processes special category data or criminal offence data on a large scale.
- Systematically monitors a publicly accessible place on a large scale.
- Uses new technologies.
- Uses profiling, automated decision-making or special category data to help make decisions on someone's access to a service, opportunity or benefit.
- Carries out profiling on a large scale.

- Processes biometric or genetic data.
- Combines, compares or matches data from multiple sources.
- Processes personal data without providing a privacy notice directly to the individual.
- Processes personal data in a way which involves tracking individuals' online or offline location or behaviour.
- Processes children's personal data for profiling or automated decision-making or for marketing purposes, or offer online services directly to them.
- Processes personal data which could result in a risk of physical harm in the event of a security breach.

Data Protection Officers

The General Secretary takes overall responsibility for data protection by the Society for its members, non-members, tenants and employees, reporting to the Council of the Society.

International

A small proportion of the Society's members live outside the UK. The Society maintains the same duty of care over all its members within the context of data protection.

The Society does not currently carry out cross-border processes and therefore has not sought to identify the lead supervisory authorities in other countries.

Images

We may occasionally photograph or videotape events delivered by us. If you are present at the event your permission will be individually sought and your response respected.

Contact us

If you have any comments or queries about our Privacy Policy please contact NSEAD, 3 Mason's Wharf, Corsham, SN13 9FY on 01225 810134 or info@nsead.org.