



## **HELOA PRIVACY NOTICE FOR COMMITTEE MEMBERS**

### **on handling HELOA members' data**

#### **Purpose of this Privacy Notice**

This privacy notice covers the handling and storage of HELOA members' personal data by elected and appointed HELOA members. It outlines how committee members collect, share and use members' personal data.

#### **Data Collection and Privacy Notice**

HELOA processes personal data as a "Data Controller" on behalf of their members, partners and speakers, as defined in the Data Protection Act 2018 ("the DPA") and the General Data Protection Regulation (Regulation (EU) 2016/679) ("the GDPR").

This notice relates to information about HELOA members, which will be collected by HELOA and processed as described below. This notice may be updated at any time.

Members' personal data must be processed in compliance with current data protection legislation including the Data Protection Act 2018, and the General Data Protection Regulation (GDPR), which came into force on 25<sup>th</sup> May 2018.

#### **Why we collect members' data**

We collect members' personal data in order to keep in touch with and provide information to our members. We do not, for this purpose, collect any special categories of data relating, for example, to disability or ethnic background unless they are attending a local or national event. Then we may ask for further information so as to support all individual and organisational event requirements, including transport and access arrangements and dietary requirements.

We may contact members with information that may benefit their membership, such as membership details, events, training and/or meetings. Members can unsubscribe at any time from our emails, by clicking the 'Unsubscribe' link at the bottom of the email (Jiscmail & Mailchimp) or replying unsubscribe in the subject line (for other email communications).

### **What we collect**

HELOA will collect and process the following data:

- Name
- Name of institution
- Job title
- Work address
- Work email address
- Work telephone number

### **How do we collect members' data?**

We will receive the data directly from our members' applications, national and/or local event bookings and speaker bookings.

### **Members' rights**

Under the current UK data protection legislation, members have certain rights over how their data is processed, including the right to know what information is processed about them and how it is processed. This legislation provides members with the right of access to their personal information. Additionally, they have the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances so as to ensure compliance with other legal and statutory obligations, for example where data is processed for research or statistical purposes.

Members have the right to know what information HELOA holds about them. To obtain this information from HELOA, members must submit a subject access request in writing. For further details on how members can do this, see the [HELOA Subject Access Request Policy](#).

### **How we process members' data**

As part of the HELOA processes we are required to share members' data with appropriate individuals within the organisation such as the HELOA Office staff, UK Vice Chair (Membership & Administration), Group Chair and group committee, and on occasion other relevant members of UK Committee such as: finance and conference teams. Members' names and institutions will also be shared with the auditor.

HELOA committee members must take necessary action to ensure access to data is secure and only available to the appropriate HELOA committee members.

### **Processing Activity Register**

The processing activity register details: the data we store, where it is stored, what it is used for, who has access and the retention period for each. Each committee member is responsible for ensuring the information on the processing activity register is accurate and up to date. The link to the register will be shared with new committee members when they start their role. Inform the office if this register requires updating.

### **Retention**

We will retain members' personal data, nationally and locally, in order to keep in touch with our members for as long as necessary or unless they withdraw consent or do not renew their membership. When membership ceases, data will be deleted from the central Customer Relationship Management (CRM) system and mailing lists, as soon as possible once the office has been informed. Group data will be updated regularly, with no data being kept for longer than 1 year. HELOA financial data will be retained for 6 years and HELOA conference bookings will be retained for up to 3 years after the event.

### **HELOA committee members must:**

1. Process members' data in compliance with current data protection legislation including the Data Protection Act 2018, and the General Data Protection Regulation (GDPR), which came into force on 25<sup>th</sup> May 2018.
2. HELOA Google accounts must be used to store members', speakers' and partners' data, HELOA documentation and records. At times it may be necessary to use work emails and a secure area of your institution's server but this must be limited to when

information is deemed sensitive and is not to be shared with other committee members.

3. Ensure devices used to access HELOA accounts and systems are password protected.
4. Ensure only the necessary people have access to HELOA members', speakers' and partners' data;
5. Adhere to the HELOA retention periods and;
6. Inform the office if the processing activity register requires updating.

### **Resignation**

Once a committee member has decided to stand down, they must:

1. Inform the relevant UK Vice Chair/ Group Chair and office of their official leaving date;
2. Pass on any relevant data to the successor, appropriate UK Vice Chair/ Group Chair, or the HELOA office;
3. Delete any nonessential or duplicate data, and;
4. Following the resignation date, sign out of HELOA accounts and systems on their devices.

### **Changes to the Privacy Notice**

We regularly review this policy and will update it if there are changes in how we manage or use members' data.