

HELOA PRIVACY NOTICE

Data Collection and Privacy Notice

HELOA processes personal data as a “Data Controller” on behalf of their members, as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”).

This notice relates to information about you, which will be collected by HELOA and processed as described below. This notice may be updated at any time. The most up to date version can be found at <http://www.heloa.ac.uk/wp-content/uploads/HELOA-Privacy-Notice-for-Members-2019-updated-Jul-19.pdf>

Your personal data will 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 25th May 2018.

What we collect

HELOA will collect and process the following data:

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

Your rights

Under the DPA and the GDPR, you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed. Under the General Data Protection Regulation you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by GDPR, and may be limited further, by future UK legislation where data is only processed for research or statistical purposes.

How we process your data

As part of the HELOA processes we are required to share your data with appropriate individuals within the organisation such as VC (Membership & Administration), HELOA Office Co-ordinator, Group Chairs, group committee, and relevant members of UKC such as: finance and conference managers. Your name and institution will also be shared with the auditor. It is recognised that whilst individuals have the option to opt-out of sharing their data, if this option is selected you would be unable to benefit from a HELOA membership, and, will therefore be unable to submit an application.

HELOA has taken the necessary action to ensure access to data is secure and only available to the appropriate members of the HELOA UK Committee. A full processing activity register is available on request from the HELOA Office, this document details: what data we store, where it is stored, what

it is used for, who has access and the retention period for each. HELOA uses data storage systems that are GDPR compliant.