



## **HELOA PRIVACY NOTICE FOR MEMBERS**

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

This privacy notice covers personal data and information for individual members of HELOA. It outlines how HELOA collects, shares and uses personal data and informs you of your rights with regards to the information we hold.

### **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 you, which will be collected by HELOA and processed as described below. This notice may be updated at any time.

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 25<sup>th</sup> May 2018.

### **Why we collect your data**

We collect personal data in order to keep in touch with you and to provide information. We do not, for this purpose collect any special categories of data relating, for example, to disability or ethnic background.

If you are attending a local or national event, 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 you with information that may benefit your membership, such as membership details, events, training and/or meetings. You 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 your data?**

We will receive the data directly from you through your membership application, national and/or local event bookings and speaker bookings.

### **Your rights**

Under the current UK data protection legislation, 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. This legislation provides you with the right of access to your personal information. Additionally, you 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. Further data about these rights can be found on the [Information Commissioner's Office website](#).

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

### **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 the HELOA Office Manager, Office Assistant, VC (Membership & Administration), 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 HELOA committee members.

### **Retention**

We will retain personal data in order to keep in touch with our members for as long as necessary or unless you withdraw consent or do not renew your membership. When membership ceases, data will be deleted from the central 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.

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

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