**Data Protection Information for NICEC members**

**Privacy Statement**

The privacy and data security of our members, fellows and journal subscribers is important to us at NICEC. This statement explains how NICEC uses personal data to keep connected to the NICEC community of our membership and fellowship.

Through our communications, events and activities we aim to build professional connections with the NICEC community.

In order to deliver this information NICEC processes the personal data of our members, fellows and journal subscribers. This helps to ensure that you are getting the most relevant and interesting communications from NICEC.

If you have any questions about how we process your personal data or if you wish to opt-out of certain types of processing or communications, please contact the NICEC membership secretary membership@nicec.org or by telephone at 0208 354 3901.

**WHAT INFORMATION DO WE HOLD ABOUT YOU?**

The personal data held and processed by NICEC may include:

**Biographical Information**
• your name, address, contact details, role and institution or organisation.

**Interactions and Transactions with NICEC**
• Your current and previous contact details
• Communication preferences
• Records of NICEC events you register for and attend
• Records of communications and interactions we’ve had with you
• Records of financial transactions with NICEC including fee payments.

**WHERE DOES OUR INFORMATION COME FROM?**
The information we hold about you comes from you filling in the NICEC membership form or by corresponding with us by telephone, email, face-to-face or otherwise.

**HOW WILL WE USE INFORMATION ABOUT YOU?**

The data we collect is used by NICEC to support a full range of activities for our membership and fellowship. We use data: to communicate with you as part of the NICEC community and for administrative purposes.

**SHARING AND DISCLOSING YOUR PERSONAL INFORMATION**

Sharing with other services.

Your data will be used primarily by NICEC. Where appropriate and permitted, we may share data on a confidential basis with Ingenta to set you up on our online journal provider and with our website provider to enable access to the site and with Eventbrite to organise events. We will ask you if you are you would like us to share your contact details with other NICEC membership.

**Sharing with External Parties**
We do not sell your personal data to third parties or share it for any commercial purposes. We also will not permit third parties to sell on the data we have shared with them, under any circumstances. We will not usually share your information with external parties, except in the following circumstances:

• when you have given us permission to do so
• to hosts for specific events

**HOW LONG WE KEEP YOUR PERSONAL INFORMATION**

NICEC will retain your data indefinitely in support of your ongoing relationship with us or until you request us to do otherwise. The data we retain indefinitely includes:

- Your name, address and role.
• Interactions and transactions with NICEC
- Contact details
- Communication preferences
- Records of NICEC events you are invited to, register for and attend
- Records of communications and interactions
- Records of financial transactions with NICEC

We review the data held on our database to ensure that it is accurate and relevant to our aim to communicate with you, Where we find information which is out of date, inaccurate or no longer relevant, we remove this data.

Where you exercise your right to erasure, we will retain a core set of personal data (e.g. name, and contact details) to ensure that we do not inadvertently contact you in the future and to maintain your membership or fellowship record for archive purposes.

**EXERCISING YOUR RIGHTS**

The privacy and data security of our members and fellows is important to us at NICEC. UK and EU data protection laws give you a range of rights in relation to your personal data for example: erasure, rectification and subject access. Information about your rights can be found on the Information Commissioner’s [website](http://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr).

To ask questions, or complain about how we process your personal data, please contact the NICEC membership on membership@nicec.org . You also have the right to lodge a complaint with the [Information Commissioner’s Office.](http://ico.org.uk/concerns/)

**Ensuring Your Information is Accurate**
We continuously review records of members and fellows to ensure that your data is as accurate as possible. Alongside the research we proactively carry out, we may also consult alternative sources in order to undertake these checks, for example: Royal Mail address files, BT phone directories, reviewing job information that you have made publicly available via LinkedIn and other social media, newspaper articles, company websites and other publicly available sources.

**Communication Preferences**
Communications may be sent to you by post, telephone or electronic means (principally by email) depending on the contact details we hold and the preferences expressed by you about the types of communications you wish to receive. To let us know how you would prefer to keep in touch with NICEC, to request no further communications from us, or if you have any questions about we process your personal data, please email membership@nicec.org

**Corrections**
If you wish to correct any information held by the NICEC about you, please contact the membership@nicec.org

**Making a Request for Personal Information**
Alumni, friends and supporters may request a copy of the personal data held about them by NICEC. If you wish to make such a request, please contact the NICEC membership secretary at membership@nicec.org

**FURTHER INFORMATION**

The controller for your personal data is NICEC.

We always handle your personal data securely and minimise its use and collection, and there is no overriding prejudice to you by using your personal information for these purposes.

**Our Website**
The NICEC website explains how data may be gathered about users of the NICEC website. NICEC’s privacy notices do not cover the links within the site, which link to other websites.

**Changes to our Privacy Statement**
We regularly review NICEC’s privacy statements. This privacy statement was last updated in March 2018. We will publish on our website any changes we make to this privacy statement and notify you by other communication channels where appropriate.