

## AIACE-UK Privacy Policy

### Our contact details

Name: AIACE-UK

Address: AIACE-UK, % Europe House, 32 Smith Square, London SW1P 3EU.

E-mail: [webmaster@aiace.uk](mailto:webmaster@aiace.uk)

### The type of personal information we collect

We currently collect, process and store the following information:

- Current name, address and contact details
- Record of payments of membership fees
- Any notes related to membership provided by the member
- Preferences as regards communication and regional groups
- Email communication between you and our Ambassadors.

If you register with the Website, then we store your name, username, email address, date of registration, login information and, where provided, pension number.

### How we get the personal information and why we have it

The personal information we process is provided to us directly by you so that we can process and manage your membership of AIACE UK and ensure communication about our activities. We receive the information from:

- The membership application form
- Corrections or amendments to data that you submit to us
- Registration to the website.

We may share information about members, as follows:

- With the OIB for mailings of Vox or other publications,
- With the PMO when you ask us to pursue a specific issue,
- With our regional Coordinators where you ask to be a member of a regional group.

Our Website contractor has access to basic information (username, email, login information etc.) for the purposes of resolving problems of access to the site.

We may also share aggregated information with AIACE International, but not personal information.

## **We use the information that you have given us in order to**

- Contact you about our activities
- Ensure that you receive AIACE publications by email or post
- Contact the administrations if and when you have asked us to help you with an issue.
- Manage the organisation and its finances
- Manage the Website and in particular the section for members only.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is that: We have a legitimate interest to manage your membership of the organisation.

## **How we store your personal information**

Your membership information is securely stored on a database that is password protected and to which there is very limited access.

Your website registration data is securely stored on our website that is managed by a third party contractor and our own webmaster.

Regional coordinators have your contact details and store these offline or via their own email or other private systems.

Email addresses only, without links to names or other contact details, are stored on a third-party emailing system to facilitate dissemination of AIACE publications and news.

Contact details are stored by the OIB for dissemination of Vox and other publications.

We keep your contact details for as long as you are a paid-up member of AIACE-UK. Following resignation, we retain the data for the calendar year relating to your membership. We will then dispose of your information by deleting the records from our systems.

## **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information where this is not required for essential administration of your membership.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information, by exclusion from membership lists, by exclusion from sharing with regional coordinators.

Your right to object to processing - You have the right to object to the processing of your personal information, including the right to resign from the organisation where your objection cannot reasonably be upheld.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to the EU administration or to another branch of AIACE .

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [webmaster@aiace.uk](mailto:webmaster@aiace.uk) or [office@aiace.uk](mailto:office@aiace.uk) or to the Europe House address (see above) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the Chairman of AIACE-UK or the [webmaster@aiace.uk](mailto:webmaster@aiace.uk) or [office@aiace.uk](mailto:office@aiace.uk) or to the Europe House address (see above) .

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
ICO website: <https://www.ico.org.uk>

Final