



PRIVACY POLICY

We're committed to protecting your personal data.

What's personal data?

1. Personal data means any information about an individual from which that individual can be identified. It can be stored electronically or on paper. It includes images and audio recordings as well as written information.

What's data protection?

2. Data protection is about how we, as an organisation, make sure we protect the rights and privacy of individuals and comply with the law, when processing (e.g. collecting, storing, using, amending, sharing or deleting) personal data.

Who's responsible for data processing and who can I contact?

3. Responsibility for data protection lies with our [Management Committee](#) (email info@soan.org.uk). They are responsible for overseeing our activities and making sure that this policy is followed.

What personal data may we collect and process?

4. We may collect and process the following personal data:
 - personal details (name, address, email address, telephone numbers) that you give us by filling in forms on our website, completing surveys, enrolling for our events, filling in event evaluations or telling us directly in some other way;
 - correspondence with you either via email or telephone;
 - any information you choose to send to us via email, K-Hub, our website and social networking tools such as Twitter;
 - membership or supporter details you give us;
 - business details such as your job title, work email address and organisation details;
 - financial details through donations or transactions with us (e.g. for goods, services, attending events);
 - audio recordings (e.g. if you attend and speak at an online event and you give us permission to make the recording); and
 - visual images (e.g. if you attend an online / in-person event and give us permission to take photographs / video).

Whose personal data may we collect and process?

5. We may process personal information about:
 - members and supporters;
 - event attendees;
 - our Management Committee;
 - employees and volunteers;
 - anyone who may contact us (e.g. via email, Twitter, K-Hub, our website, phone);
 - representatives of other organisations, including funders; and
 - those from whom we purchase goods and services.

Why we may collect and process these individuals' personal data and on what legal basis?

6. We may keep these individuals' personal data in order to carry out our activities.
7. We process personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.
8. We will only collect, store and use personal data:
 - for purposes for which an individual has given consent;
 - for purposes that are in our legitimate interests;
 - for entering into and performing contracts;
 - to comply with legal obligations;
 - to protect someone's life; or
 - to perform public tasks.
9. With the exception of paragraph 12 ("How do we store your personal data?") below or us being legally required to do so, we won't share your personal data with any external organisation.

How do we store your personal data?

10. We only collect, store and use the minimum amount of data that we need for clear purposes and will not collect, store or use data we do not need.
11. We aim to keep personal data up-to-date and accurate.
12. Your personal data will be stored securely online within our Google Drive and connected Google applications (see [Google's Privacy Policy](#)). It may also be processed via Mailchimp (see [Mailchimp's Privacy Policy](#)) or Sendinblue (see [SendinBlue's Privacy Policy](#)), both industry-standard bulk email systems.

How long we keep personal data

13. We won't keep your personal data for any longer than is reasonably necessary and all data will be securely destroyed or disposed of once it's no longer needed.

Your rights

14. We must tell you how we use your data. This is the purpose of this Privacy Policy.
15. You can ask us, at any time, to change, delete or send you a copy of your personal data by emailing us at info@soan.org.uk. We will do so unless legally required to do otherwise.
16. If you are unhappy with how we have used your data, you have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow, Cheshire
SK9 5AF

Helpline number: 0303 123 1113

[ICO website.](#)