



[info@arlis.net](mailto:info@arlis.net) [www.arlis.net](http://www.arlis.net) Registered Charity No. 104864

## Privacy Notice

Your privacy is important and ARLIS/UK and Ireland is committed to protecting your privacy online. This privacy notice sets out what information we collect and why and how we use that information.

### Principles of data storage, use and management

1. ARLIS/UK and Ireland is the data controller for the information provided by members.
2. Access to personal data is restricted to Trustees and Officers.
3. We store securely the information members provide according to [GDPR principles](#)
4. Personal data will not be sold, traded, rented or exchanged or otherwise shared with any other party without consent from the member.
5. The ARLIS Data Protection Officer is the Hon. Secretary, to whom all queries and requests must be addressed via email [info@arlis.net](mailto:info@arlis.net). The Hon. Secretary is responsible for the maintenance and security of Society data.

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### Members' data

In addition to the principles listed above:

1. There is an (optional) annual membership survey which requests additional demographic personal data. This information is used to develop an impact framework with which ARLIS/UK and Ireland can identify its current demography and address and implement equity, diversity and inclusion improvements.
2. If any member resigns from ARLIS or requests that their data be removed, the ARLIS Data Protection Officer will be responsible for ensuring the removal of all personal data from all databases held by the society. You can [contact the Data Protection Officer](#) to request a record of all the information we hold about you.

## Use of ARLIS/UK and Ireland platforms (including the website, social media channels, videoconferencing, online events and event booking systems)

1. ARLIS/UK and Ireland uses third party platforms to communicate with its members. These platforms have their own privacy notices and data storage policies.
2. ARLIS/UK and Ireland makes every effort to use ethical third party platforms (such as companies who store personal data according to UK or EU principles) but this is not always possible. Members are responsible for checking how their personal data is processed on these third party platforms (such as Eventbrite, social media, Zoom and YouTube)
3. Members and customers of ARLIS/UK and Ireland may be asked to provide limited information when booking onto an event for the purposes of communicating with attendees about the event. Contact details will not be stored by ARLIS/UK and Ireland unless specific permission is sought and agreed to.
4. We use wordpress.com for our website and 123reg hosts the server. No trackers (e.g. cookie plug-ins) are installed on the website.

## Access to Your Information and Correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please [contact the Data Protection Officer](#).

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## Regional and affiliated groups

ARLIS/UK AND IRELAND has regional and affiliated groups which further ARLIS/UK AND IRELAND's mission through local events and activities. ARLIS/UK AND IRELAND regions and affiliated groups may collect and use your data as described below. If an ARLIS/UK AND IRELAND region or group handles your data, they shall do so in accordance with their own privacy policy.

## Children's Privacy

Our Service is not intended for children under 18 years of age. We do not knowingly collect personal information from children under 18.

## Security

The security of your personal information is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. We have implemented commercially reasonable technical and organizational measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration or disclosure. However, we cannot guarantee that unauthorized third parties will never be able to defeat those measures or use your personal information for improper purposes.

## How Long Do We Retain Your Data?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal information, the potential risk of harm from unauthorized use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymize your personal information (so that it can no longer be associated with you) for research, product development or improvement, or statistical purposes, in which case we may use this information indefinitely without further notice to you.

## Where do we Store Your Personal Information?

The personal information that you provide to us is generally stored on cloud storage (Microsoft 365).

## Contact ARLIS/UK and Ireland

Please contact us if you have any questions about our privacy policy or information we hold about you: email the Data Protection Officer at [info@arlis.net](mailto:info@arlis.net)

## Policy revision history

1. Name of document: Data Protection Policy
2. Originator: Morwenna Peters, Hon. Secretary

- 3. Date of origination: 31<sup>st</sup> May 2023
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- 5. Revision history: N/A

