

Privacy Policy

Last Updated: 16/05/2018

aippi.org.uk (the “Site”) is the website of AIPPI United Kingdom, a company limited by guarantee and registered in England. When we use the terms "we" "us", "our" or “AIPPI UK”, we are referring to AIPPI United Kingdom. AIPPI UK is the data controller in respect of the personal information collected via or in connection with the Site and/or in connection with your membership of AIPPI UK.

What does this Privacy Policy cover?

This Privacy Policy explains what personal information we collect about you in connection with your use of the Site, your AIPPI UK membership, and your participation in AIPPI UK talks and research events, how we use that information (referred to legally as “processing”) and the rights you have under UK data protection law.

What personal information do we collect from you?

We collect personal information when you provide it to us directly and through your use of the Site. The categories of personal information we collect will vary depending on the activity you choose to undertake with us. This information may include the following:

- **Membership information:** This includes personal information collected as part of your membership. That information may include your name and contact details (address, phone number and/or e-mail address), your professional details including your employer, job title and other details (such as qualifications), or if you are a student or academic, details about your position, course and institution, and your membership details including whether you are a member of AIPPI UK, the type of membership that you hold, details of billing and payment information and the date of creation and expiry of such membership. Your membership details will include recording your date of birth which is needed to determine whether you are entitled to junior membership and when that entitlement ceases. It will also record any period where you have notified us that you are absent on maternity leave and any other details that you have voluntarily provided.
- **Site usage information:** This is information you provide to use when you use the Site, for example, if you contact us to enquire about our upcoming events. If you do so, we may collect and process personal information about you such as your name, email address and other contact details and keep records of your correspondence with us. We may also collect information about your use of the Site, for example, using cookies or similar tracking technologies.
- **Event attendance information:** If you attend one of our events we may keep a record of your attendance and any feedback you have provided on the event. This will include your name and contact details and potentially information relating to your job title or employer.

How do we use your personal information?

We may use your personal information for the following purposes:

- To register your application to become an AIPPI UK member and to provide you with AIPPI UK membership services (as further described below);
- Where you have registered with us, to send you electronic and/or paper form marketing and other materials relating to our events or research. Because our membership activities are integral to membership and indeed are the purpose of membership, and because we are a professional organisation, it would be inconsistent with membership for a member not to be informed of our activities. As a small and voluntary organisation, we use email as the mode of communication and you are free to change the email address to which information is sent. You are free to resign from AIPPI UK at any time and we will not send you information about our activities after you have resigned (see Your Rights below); and
- For administrative purposes and to enhance our membership services in the future.

Use of membership information

Please note that we collect and use your personal information to give effect to your membership of AIPPI UK including processing your membership renewal, informing you about activities and events of AIPPI UK or which AIPPI UK is supporting, informing third parties hosting AIPPI UK events for security and attendance, and responding to requests from bodies dealing with continuous personal development or education.

The legal basis for our use of personal information for the purposes described above will typically include:

- When the processing is necessary to fulfil a contract that we have in place with you (e.g. such as a membership contract – this includes informing you of AIPPI events and activities);
- Because we have your consent to our use of your personal information;
- When the processing is necessary for our legitimate interests as a research and educational organisation, to ensure that our events and initiatives are properly provided and to promote our work; or
- Where we are subject to a legal obligation and need to use your personal information to comply with that obligation.

Where do we store your personal information?

You are a member of AIPPI internationally (“AIPPI International”) when you join AIPPI UK and we therefore pass on your details to AIPPI International which is an entity operating in Switzerland under Swiss law. AIPPI International is independent of AIPPI UK and its data policies should be consulted to understand what it will do with your data. The main database of membership for UK members is maintained by AIPPI International and AIPPI UK uses that database as the authoritative list of members and their contact details. AIPPI UK does not maintain a separate database of members.

AIPPI UK operates entirely through its officers and Council, all of whom are volunteers and who will usually have become members because of their professional interest in the work of AIPPI and AIPPI UK. Consequently, their role with their respective employers will include

acting as an officer or Council member of AIPPI UK. AIPPI UK does not maintain its own computer system. Emails concerning your interactions with AIPPI UK (such as emails concerning events or renewal notices) will therefore be processed on computer systems owned by our volunteers or on computer systems to which they have access. Your information may therefore be held by AIPPI officers and their assistants on systems operated by them or by third parties including their employers. Employers' servers may be in the United Kingdom, elsewhere in the EU; or they may be located outside of the UK or EU where there may be less strict, or no, data protection laws. Our volunteers may have your information on, or access your information from, devices with which they travel outside the EU and United Kingdom.

If you choose to register for an AIPPI UK event, we use a third-party provider (currently eventbrite.com) with whom you will register for that event and to whom you will provide details of your registration for that event. You should consult the data policy on the Eventbrite website or app on registration for details of the third party's handling of your personal information. Those details will include name, contact details and whether you are a member. We may also record whether you have attended the event, and we may cross-check details provided to the third party against our membership records to ensure its accuracy. We maintain those records for historic data on attendance, and to be able to provide confirmation of attendance should attendees request it.

We may share your personal information within AIPPI UK (i.e. our officers and Council members), and with AIPPI International, and with the assistants of our officers and Council members. By sharing the information in this way, we will also share information with the respective employers of those individuals. Our officers and council members handle your information as data controllers, not data processors.

As a membership organisation, we may share your personal information with other members where we believe it is in your legitimate interests to do so and does not have a detrimental effect upon you. For example, we might share your contact details with members who are organising events or creating material for publications, if we believe that you might have an interest in speaking, assisting or contributing. You may ask us not to process your information in this way by contacting the Secretary.

We may also share your personal information with other organisations or individuals when we have a good-faith belief that it is reasonably necessary to:

- Meet any applicable law, regulation, legal process or enforceable governmental request.
- Enforce applicable legal terms and conditions or our other legal rights, including investigation of potential violations.
- Detect, prevent, or otherwise address fraud, security or technical issues.
- Protect against or prevent harm to the rights, property or safety of AIPPI UK, our members or the public as required or permitted by law.

How do we protect your personal information?

AIPPI operates organizational and technological measures to protect your data. Only the officers of AIPPI and their assistants and the officers of AIPPI UK and their assistants have access to the database of members. Where emails are sent to the membership, the email addresses are bcc'd. Only the chair of the events committee and events committee members, and the AIPPI UK officers, have access to the third-party systems recording events (except

that a list of people who have registered to attend any particular event is provided to the host of that event). Only the treasurer and her assistant have access to the renewals records while they are in progress.

AIPPI has written terms with its officers and Council on data privacy.

How long do we keep your personal information?

We will keep your personal information for as long as is necessary in connection with the purpose for which it is processed, as described in this Privacy Policy or as prescribed by law. After this it will be deleted or in some cases anonymized.

Your rights and access to information

You may certain rights in relation to your personal information. These include: the right to object to and / or withdraw consent to the processing of your personal information, the right to access to your personal information, and the ability to erase, restrict or receive a machine-readable copy of your personal information.

We will handle any request to exercise your rights in accordance with applicable law. Please be aware, however, that there are several limitations to these rights, and there may be circumstances where we are not able to comply with your request. If you wish to exercise any of these rights, please refer to the “Contact Us” section of this Privacy Policy. Please also be aware that restrictions on processing your data that are incompatible with continuing membership of AIPPI UK will be taken by us as also resigning from AIPPI UK; we will inform you if we intend to treat a request in this way.

Contact us

If you have any questions, need further information about our privacy practices, or would like to let us know that your details require updating, please contact us at secretary@aippi.org.uk or write to us at The Secretary of AIPPI UK, 52 Kingsway Place, Sans Walk, London EC1R 0LU.

AIPPI United Kingdom, company number 00223374, is a company limited by guarantee and registered in England. Registered office: 52 Kingsway Place, Sans Walk, London EC1R 0LU.

If you have concerns about the way in which we have handled your personal information you should contact us in the first instance. If you are still dissatisfied, you have the right to contact your Data Protection Authority. In the UK, the Data Protection Authority is the Information Commissioner’s Office.

Changes to this Privacy Policy

We may update this Privacy Policy from time to time. We will post any Privacy Policy changes on our Site.

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