

IESIS DATA PRIVACY STATEMENT – 25th May 2018

We are required to give secure protection for the personal data provided by you. We have set out below the details of the data that we hold about you and your legal rights in relation to this data.

For Members

We hold the following information that we obtained from you via your application form, and updates sent by you:

- Name and postal address
- Date of birth
- Telephone numbers
- E-mail address (if available)
- Membership application form
- Gift Aid declaration.

No information is shared with another party unless required to by law.

We use your contact details to:

- Keep you informed about meetings, other events publications and notices.
- Be able to contact you personally if circumstances make it necessary.
- Make Gift Aid refund claims to Her Majesty's Revenue and Customs
- Maintain a register of our members because we are required to as a charity.

How we protect your personal information

Your personal data is held securely and is accessed by our Secretary and Accountant and the Executive Director and only for the purposes set out above. The computer files are password protected.

How long do we keep your personal information

We keep the data for as long as is necessary for appropriate reference and to provide you with a membership service. You remain on our e-mailing list unless you ask to unsubscribe.

Gift Aid forms will be retained until the Gift Aid claim for the year has been settled by HMRC, and claim details will be destroyed after 7 years. Gift Aid declaration forms will be retained for as long as they remain valid.

You have a right to:

- Request that we correct your data if you believe it is inaccurate or incomplete.
- Request that we change the way in which we communicate with you.
- Remove your Gift Aid declaration should you wish us no longer to make claims on your donations.
- Request that we delete your personal information. This will mean that you will no longer remain a member.
- Unsubscribe from our mailing list.
- Access the data we hold about you if you request it.

For non-members

If you are on our mailing list, it is most likely because you attended an event or asked to be on our circulation list. We send you information about events.

We hold the following information about you: Name & email address

No information is shared with another party unless required to by law. You can unsubscribe at any time by contacting IESIS.

You can contact IESIS via: secretary@iesis.org or IESIS, Clydeport Building, 16 Robertson Street, Glasgow, G2 8DS