



ASIS UK CHAPTER 208 – DATA PROTECTION POLICY

We assure you that your personal information will be processed in accordance with the Data Protection Act 2018, which incorporates the European General Data Protection Regulation (GDPR).

For the purposes of GDPR, the “Data Controller” is ASIS UK Chapter (The Chapter) **Kemp House, 152-160 City Road, London, EC1V 2NX**

In accordance with the new requirements laid down by GDPR, we are documenting what personal data we hold, and where; reviewing data retention policies and data security; updating internal procedures; and training directors, committee members and volunteers with access to personal data.

This policy statement sets out the way we process and use your personal data. The foregoing relates primarily to Chapter members, but a short section at the end details the limited data we hold relating to non-members based on their interactions with the Chapter.

How we collect your information (Members)

We may collect your personal data in a few limited ways, namely:

- Directly from you when you apply for membership via ASIS International which gives you automatic membership of the Chapter, or e mail or telephone.
- Via transactions relating to your attendance at seminars and or other events.

The information we hold (Members)

The personal data relating to members that we retain and use is only that necessary for providing the Chapter services relevant to membership.

- Contact details: name, address, phone number, email address
- Accounting information.
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We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you are a Chapter member and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes)

How we use personal data (Members)

In addition to use of your personal data by the Chapter (its committee members, volunteers and Directors), several (what in GDPR terms are designated as) “Data Processors” necessarily handle personal data on our behalf to deliver services to our members:

- Chapter Secretariat.
- Web Designer.
- Auditors.
- We undertake to ensure that these Data Processors are themselves GDPR compliant, which means in some cases they may not, for instance, use your personal data to market third party services to you without your specific consent, as well as meeting requirements on data security.

In addition, a small number of Chapter members assist in the running of the Chapter, necessitating some access to personal data from time to time – operating in full compliance with GDPR, backed up by signed Non-Disclosure Agreements.

The Chapter and its Data Processors will only use your personal information for the following “legitimate interest” reason: To ensure that you have the information you need to enjoy the benefits of Chapter membership

Based on the above ‘legitimate interest’ reasons, the Chapter will not seek specific ‘opt in’ consent to communicate with members for the following purposes:

- Information on Chapter events.
- Information of potential interest to Chapter members relating to Security issues.
- Member’s social events
- Membership renewals

Member Shareholder’s Meetings are a requirement of the Companies Act 2006. As Membership of the Chapter means you are a member of a Limited By Guarantee Company the Chapter is required under the Companies Act 2006 to communicate with you on relevant company matters. The Chapter will therefore communicate with you in this instance in compliance with a legal obligation to which the Chapter is subject. Member’s personal data will not be used (or passed on) by the Chapter for purposes not directly related to membership, for instance third party marketing.

You are in control of how we communicate with you. Members may opt out from receiving such communications if they wish – via the Personal Details section on the website or the ‘Unsubscribe’ function on email newsletters. Alternatively, you may (chapsec@asis.org.uk) to update your preferences.



Members may 'opt in' to display what contact details they wish to other members via the Personal Details section of the website (password protected Members Area only) – otherwise they will not be displayed. If 'opted in' you may 'opt out' at any point.

When not displayed in the Member Directory on the website (Member access only), member contact details will not be given to other members (or anyone else), without their express consent.

In the interests of clarity, to comply with GDPR, Chapter officials cannot provide contact information to members or others who request it. If you do not have contact details (and the member has chosen not to display them in the member's Directory on the website) and wish to contact another member, you should ask the Chapter Office to contact that member on your behalf, forwarding your email or otherwise relaying your message to them. The message must be from a registered ASIS UK Chapter or ASIS International email address.

In addition, emails from the UK Chapter to all (or multiple) members will not display the emails of all contacted (in effect, 'blind copying' all to keep contact details private).

Non-Member Data

We hold limited personal data relating to non-members. This would include; contact details; feedback from seminars; subject specialty.

This information is held by the Chapter for a period of 12 months.

We will not use this personal information for any other purpose (e.g. marketing) without your consent.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact ; chapsec@asis.org.uk

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office, website: www.ico.org.uk.

David Clark, CPP, PSP, PCI
Chairman
ASIS UK Chapter 208