

## Privacy Policy

### What information do we collect about people?

- Names, job titles and contact details for members (both individual and affiliate).
- Contact details for sector support organisations.

### Who is collecting it?

- The treasurer/membership officer keeps a list of current members with contact details.
- The secretary keeps a physical and digital archive which includes delegate lists.

### How is it collected?

- Via membership forms.
- Via ticket purchases for events via the Eventbrite website.

### Why is it being collected?

- So that we can contact members about future events which the Federation is running.
- So that there is an archive of the Federation and its activities.

### How will it be used?

- To create and update an email list on the website mailchimp. This contact list is used to give information about Federation events.
- To create delegate lists which will be shared with those who attend events.
- To keep a record of what the Federation has been doing for the archive.

### Who will it be shared with?

- The data will be shared within the Federation committee for Federation business.
- The treasurer/membership secretary will share email addresses with the web officer to update the email list on the website mailchimp.
- Archive details may be shared with anyone studying the history of the Federation.

## Data Retention policy

### We will only keep personal data if it is:

- Needed for everyday contacts for which permission has been given, e.g. telling members about our next event.
- Membership records will be updated annually to remove details for those who are no longer members. Members can request to be removed from this list at any time.
- Part of our archiving activities, e.g. delegate lists from previous study days.