

## 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.
- Part of our archiving activities, e.g. delegate lists from previous study days.
- Required for accounting purposes for up to five years.
- Membership records will be updated annually to remove details for those who are no longer members. Contact details of those who have not renewed membership for over one year will be removed.
- Members can request to be removed from this list at any time.