

UK Implementation Society

Data Use and Storage Policy October 2018



1. We are registered with the ICO, number: **ZA464878**.
2. We aim only to use tools, applications software and on-line platforms that are secure, password-protected or encrypted, and are GDPR compliant.
3. Only persons authorised by the Society's leadership team may access data. This includes the Board of Trustees and relevant officers. All persons authorised to access data shall be deemed officers of the Society for that purpose.
4. We will collect personal data only for specified purposes relevant to the Society's effective functioning and governance, and we will be parsimonious in the data we collect.
5. We seek consent from all joining members to hold and use data for specified purposes, as expressed below in our Application Form :

We use your personal data to understand the membership profile of the Society and to help us meet members' needs. We will use the contact details you give us to inform you about the Society's activities and keep in touch about your membership. You can withdraw your consent immediately at any time by emailing us with UNSUBSCRIBE in the subject line. We hold your data securely and only authorised Board members, officers or contractors of the Society may access it. Those who are authorised for this purpose agree to treat all identifying data as confidential to the Society and not to pass on to any third party without permission of the individual(s) concerned. The Society will not pass your data to any other organisation without your permission. We do not hold personal payment information. You can ask to see your data, and/or our data use policy, at any time. Please indicate below that you give your consent for us to hold and use data in this way.



Yes, I confirm my consent for UK-IS to hold and use my data as described in the Data Use Policy



No, I do not confirm my consent for UK-IS to hold and use my data as described in the Data Use Policy

One of the objectives of the Society is to help members network with one another. To this end, a register of members will be set up and hosted on the UK Implementation Society website, in the secure members' area, accessible only to other UK-IS members. Please indicate below to confirm your consent to your details being added to a membership register in due course.



Yes, I confirm my consent to add my details to the member's directory



No, I do not confirm my consent to add my details to the member's directory

6. We will invite members to update their information from time to time and delete out of date information in a timely manner.
7. We will delete details on request within fifteen working days.
8. We will delete other out of date information (e.g lapsed subscribers) from the records within six months.
9. Our policy on use of Cookies of the website, and a policy on general terms and conditions of website use (our *Privacy Policy*) is published on our website. Cookie information also shows as a 'pop-up' box on first use of the site.

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This policy was last updated in October 2018.