

UK Environmental Law Association (UKELA) data protection and your privacy

Background

The UK Environmental Law Association (UKELA) is a registered charity [number:] and through its operations, it collects and holds information and data of its membership base. As such, is a registered data controller under the Data Protection Act 1998.

A record of what data UKELA holds and for what purposes can be found on the Information Commissioner's Office [website](#). Our register entry is Z949205X.

Protection of data/privacy

UKELA treats its obligation to guard against unauthorised or unlawful processing of personal data and against accidental damage or loss extremely seriously. We have procedures and policies to ensure information security, the key elements of which are:

- Data is controlled by the Senior Administrator who is the only person authorised to amend it, distribute it or delegate actions to another member of staff or volunteer (such as Working Party/Regional Group/Special Interest Group convenors) to act on her behalf
- Data is updated when new information is received from our members and, at least annually
- Any data more than three years old is destroyed except data relating to trustees (Council members) which is kept for 8 years
- Any person handling data on behalf of UKELA will ensure its physical and electronic safety.

Our aim is to safeguard your privacy whilst providing a personalised and valuable service. Collecting personal information is necessary if we are to satisfy the expectations and requirements of our members. We understand that you do not want the personal information you provide to us distributed indiscriminately. Below we explain how we collect your information, what we do with it and what controls you have.

What information do we collect?

During the membership registration process, we will seek your permission to hold personal information such as your name, business address (or alternative if not relevant to you), contact number, e-mail, information about your work and relevant interests. We may also hold your bank details, depending on how you choose to pay your membership fee or if you pay for an event.

We collect this information only in connection with specific membership activities, such as booking events, paying expenses etc. The information we hold is either needed to fulfil your request or to enable us to provide you with the full range of membership benefits. If you do choose to withhold requested information, we may not be able to provide you with certain services.

It is important that you let us know if you would not like us to hold any information anymore. You can do this by getting in touch with our [Senior Administrator](#).

How is your information used?

Any personal data relating to you will be used and recorded by us in accordance with current data protection legislation and this Privacy Policy. We will use the information you provide to:

- let you know about our events and other activities (which may include fundraising). Such events typically include the UKELA Annual Conference, Garner lecture, other

events and activities such as providing comments on government consultations via our Working Parties network;

- fulfil your requests, for example applications for membership, attendance at events and provision of information;
- process events bookings, take membership or other payments, record dietary requirements and verify financial transactions;
- identify contributors to our members journal, elaw and other publications;
- provide a personalised service to you when you visit our websites e.g. Members' only area of the website and individual log-ins for those booking onto events;
- prevent or detect fraud or abuses of our websites and enable third parties to carry out technical, logistical or other functions on our behalf;
- provide you with information which we think may be of interest to you and be a benefit of membership.

Sharing Data

The only time we will share your data with other organisations is when they are carrying out a service as part of a contract with UKELA for delivery of out-sourced functions.

These include our use of the following:

- external event management services to help us deliver our Annual Conference and Scottish Conference
- online event bookings management system, including payment via WorldPay
- election management company for the annual elections to Council
- email delivery sites such as Mailchimp
- web hosting services where passwords using email are required to access membership services

We will only provide those organisations with the information they need to deliver the service. They are prohibited from using that information for any other purpose. We require all such companies to treat your personal information as fully confidential and to comply with all applicable UK Data Protection and consumer legislation.

We may disclose aggregate statistics about our website visitors or members in order to describe our services to prospective partners, advertisers and other reputable third parties and for other lawful purposes, but these statistics will include no personally identifying information.

Except as indicated above we will not use or transfer your data to any third parties without your prior permission.

Opt out

If we contact you by email or text message, each time you receive a message you will also have the option to decline to receive further information from us in that manner and at any time you may contact us to ask us to either to remove your data from our records or to adjust your communication preferences.