



UK Environmental Law Association (UKELA) Privacy Policy

September 2021

Our contact details

Name: UK Environmental Law Association (UKELA)

Address: [PO Box 487 Dorking RH4 9BH](#)

Phone Number: 07305 101677

E-mail: info@ukela.org

Website: www.ukela.org

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (these include personal name, personal email addresses, job titles, work names, email and physical addresses)
- Detail relating to your interests and involvement with UKELA

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have opened an account with us to join an event
- You have joined as a member

We also receive personal information indirectly, from the following sources in the following scenarios:

- If a third party registers you for either an event or membership on your behalf

We use the information that you have given us in order to create your membership account and tailor our mailings to you. This detail is only visible to you, no other members, unless you are a corporate member in which case your lead member has access via your organisation and may be amended by you at any time.



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.

We may share this information with:

- external event management services to help us deliver aspects of our events programme;
- online event bookings management and payment system;
- election management company for the annual elections to Council;
- web hosting services where passwords using email are required to access membership services.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the [Membership Development Manager](#)

(b) We have a contractual obligation.



How we store your personal information

Your information is securely stored on our CRM system which has firewall protection.

We keep data for three years, after which it is destroyed except data relating to trustees (Council members) which is kept for 8 years We will then dispose of your information by the processes set up within the storage facility of our CRM.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. You are also able to manage your own preferences from within your membership account.

Please contact the [Membership and Development Manager](#) if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@ukela.org

Please also view our Complaints and Policies procedure on the [website](#)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>