



The Council for Subject Associations customer privacy notice

This privacy notice tells you what to expect us to do with your personal information as a member of the CfSA.

Contact details

Email: admin@subjectassociations.org.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Records of meetings and decisions

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details

When you visit our website, we will set up several cookies to recognize you when you return to our website, and to help the CfSA team understand which sections of the website you find most interesting. You can turn cookies off at any time.

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Contract

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Legitimate interest:
 - We send relevant updates to members regarding CfSA events and activities to ensure our members are informed about opportunities to engage with and benefit from their CfSA membership.

Where we get personal information from

- People directly

How long we keep information

We will keep the information supplied in your application form for the duration of your membership. If your membership lapses (i.e. you don't pay for it to be renewed when asked) we will keep your information for one further year. We retain financial information for 6 years for

audit or compliance purposes. We retain recordings of our events for 10 years, at which point we will review the recordings, and either permanently archive them or delete them.

Who we share information with

Once you have joined, we will include the name of your organization on the 'Our Members' page of the CfSA website.

We will share recordings of our events with members so that all members can benefit from the content. If one of our events is to be recorded, we will let you know in advance, and we will remind you to turn off your camera if you don't wish to appear in the recording.

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 data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

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

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

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

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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