

ICOMOS-UK Privacy Policy

Personal data use policy

Last updated: 9 August 2018

This policy specifies how ICOMOS-UK, as data controller, uses and protects the personal data that you communicate to it when you apply or renew your membership, visit the website (www.icomos-uk.org) or register for any event or activity organised by ICOMOS-UK.

The membership database is managed by ICOMOS International in Paris, for which there is an additional privacy policy at <https://www.icomos.org/en/login>. ICOMOS-UK is not responsible for the privacy policies of ICOMOS International; please see their privacy policy for how they manage and use your data and what your user obligations are.

ICOMOS-UK is fully committed to protecting personal data and respecting privacy in accordance with the General Data Protection Regulation (GDPR) which entered into force in 2018.

ICOMOS-UK suggests that you regularly check this page for updates to this policy.

How are your personal data collected?

Your personal data may be collected:

- **When you apply for or renew your membership** of ICOMOS-UK, when you complete or edit your profile on the membership database, be it directly or through ICOMOS-UK, or when you send a membership request to join ICOMOS-UK. We are obliged to share membership data with ICOMOS International in order to process your membership.
- **When you register to attend** an ICOMOS-UK event, for organization and communication purposes;
- **When you submit an application** or are contracted/mandated as an ICOMOS International consultant/mission expert/meeting representative: ICOMOS-UK secretariat and then ICOMOS International Secretariat staff will examine and file your CV and professional information to learn about your professional profile and, if relevant, your bank details in order to remunerate your work, when applicable.

Types of data collected by ICOMOS-UK

As a rule, the user can browse the ICOMOS-UK website without revealing any personal information. Please see our website <http://www.icomos-uk.org/privacy-policy/>.

ICOMOS-UK only collects data that are strictly necessary to achieving the purpose of the processing, namely managing and supporting its membership, aiding and improving the operation and use of the website, and more globally, enabling the organization to operate in accordance with its purpose, as defined in its Statutes.

Here are the data that ICOMOS-UK collects/records for each type of operation:

– ***When you apply/renew membership***

- Last name, First name, title, date of birth (only required for Young Professional membership)
- Membership number, if applicable
- Membership of any sub or international scientific committee
- Membership category: Individual; Institutional, Young [Emerging] professional, Student
- Address, email, telephone numbers (mobile / home/office)
- Brief details of your professional qualifications, experience and special interests
- If you pay by direct debit, your bank account details, which are processed by Charities Aid Foundation*; their privacy policy is at <https://www.cafonline.org/navigation/footer/privacy>
- If you pay by PayPal*, they retain the information needed to process your payment; their privacy policy is at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-full> .

**ICOMOS-UK is not responsible for the privacy policies of third parties used for processing membership.*

– ***When you register for an event as a participant or as a speaker***

- Last name, first name, title, email

For international attendees of some events, additional personal data may be necessary including:

- Passport number and travel information
- Other information needed to facilitate your participation at the event : accompanying person, events you will attend, hotel information, event services you wish to avail yourself of, bank details to reimburse any prior agreed-to expenses.

Use of the information collected

The collected data will be used by ICOMOS-UK and ICOMOS International to allow ICOMOS to fulfil its statutory missions, and in particular for the following purposes:

- To manage your ICOMOS-UK membership, order ICOMOS membership cards;
- In order to respond to your requests for information: to contact the user, particularly in response to a request or a suggestion;
- To facilitate navigation on the website
- To edit internal statistical reports in order to support ICOMOS-UK's membership development, and ensure an equitable and representative membership policy
- To inform you of the existence of or a change to our activities via electronic mailing
- To process applications for missions or other consulting jobs, and more generally to organize an activity that ICOMOS-UK is carrying out or participates in
- To store the user's personal profile online (website account/member database profile);

– To enable the organization to function in accordance with its Statutes (e.g. including, statutory elections, meetings of committees, etc.).

ICOMOS-UK may pass personal data to selected third parties such as scientific partners or conference organizers strictly for scientific, academic or professional networking purposes in accordance with the aims and objectives of the organisation set out in the ICOMOS-UK Charter.

ICOMOS-UK commits to never sell personal data or provide them to a third party for commercial purposes.

ICOMOS-UK may be required by current UK regulations or if requested by legal authorities, in accordance with legal provisions, to communicate personal data.

Any third party with whom we share personal data for the strictly limited purposes mentioned above – is asked to respect this privacy policy and to use the shared data only for the agreed purpose and to safely destroy their copy once this purpose is fulfilled.

Conservation of the collected data

ICOMOS-UK does not store personal data longer than it is reasonably useful or required by law. The conservation period depends on the type of data and their purpose. More specifically:

– Information collected for membership management is kept indefinitely for statistical purposes (statistics are strictly anonymous and only aggregate information is published), provided you do not exercise your rights as detailed below.

– Information collected for other activities mentioned under “Types of data collected by ICOMOS-UK” is archived by ICOMOS-UK, provided you do not exercise your rights as detailed below.

– Information collected for the payment of ICOMOS-UK services directly managed by the ICOMOS-UK secretariat (e.g. membership fees, publications, event registration fees) are kept until the payment is effective and recorded by ICOMOS-UK accounting services). ICOMOS-UK is not responsible for payment information held by subcontractors and external providers (e.g. Charities Aid Foundation, PayPal, Mailchimp (<https://mailchimp.com/> e-newsletter mailing).

Security and confidentiality of the personal data

ICOMOS-UK takes every precaution to ensure the security of your information, to prevent its distortion, damage, or access by unauthorized third parties.

ICOMOS-UK and its IT support, Lucidica (<https://www.lucidica.co.uk/>) take every precaution to protect electronic information held by ICOMOS-UK.

ICOMOS also makes every effort to protect financial/payment information in its possession. Only employees who need to perform a specific task are granted access to this information.

User rights

Provided you can prove your identity, you have at all times the right to access and to rectify your personal data held by ICOMOS-UK.

You also have the right to contest, for a legitimate reason, the processing of these data and their communication to third parties. ICOMOS-UK can contest any requests that are clearly abusive, including but not exclusively in terms of their number, or their repetitive or systematic nature.

- If you want to exercise these rights, you can do so by writing to ICOMOS-UK at admin@icomos-uk.org

If you cease to be a member, you can request that your member record be deleted. Email ICOMOS-UK at admin@icomos-uk.org.

If you do not wish to receive any ICOMOS-UK mailings, you can unsubscribe from the newsletter by clicking the link given on each newsletter, or by emailing ICOMOS-UK at admin@icomos-uk.org.

Connections with other websites

The ICOMOS-UK's website contains links to other sites: please note that ICOMOS-UK is not responsible for the privacy policies of ICOMOS International or any other site.

We encourage our users to be aware when they leave our site and to read the privacy policies of all sites that collect personal information. This privacy policy applies solely to information collected by this website www.icomos-uk.org.