



EMSTA Privacy Policy

June 2021

Purpose

EMSTA is committed to protecting your privacy and safeguarding your personal information in accordance with Data Protection legislation. 'Personal information' is information we hold which is identifiable as being about you. This Policy explains how and why we collect your personal information and how it is used.

This Policy may change from time to time so please check it periodically.

We may collect the following information about you

- Your name and name of any other person on your booking for a seminar or event
- Contact information limited to email addresses, telephone numbers
- Organisation or Professional Affiliation

Why do we collect this information and what do we do with it?

The information that we collect and store relating to you is primarily used to keep you up date with EMSTA news and arrangements. Please email Secretary@EMSTA.org.uk if you wish to opt out of receiving communications.

We will not share your personal information with any other third parties unless you give us permission or we are required to do so by law.

How do we keep your information safe and secure?

We are committed to ensuring that your information is secure.

To prevent unauthorised access or disclosure we have put in place suitable electronic and managerial procedures to safeguard and secure the information we collect.

How long do we keep your information?

We will keep your information for five years from the last known event booking date.

Your rights regarding the personal information we hold about you

Data Protection legislation gives you the right to access the information that we hold about you. All subject access requests should be made to Secretary@EMSTA.org.uk.

Data Protection legislation gives you the right to delete or update the information that we hold about you. Please email Secretary@EMSTA.org.uk if you wish us to change your information.

If you have a complaint about the way we handle your data or respond to your requests under Data Protection legislation please complain in the first instance to the EMSTA Chairman at Chairman@EMSTA.org.uk, and if you are still not satisfied then complain to the Information Commissioner following advice on the website www.ico.org.uk.