



IMAPS-UK – data protection policy

IMAPS-UK holds personal data in order to serve those who are connected with our activities. We recognise that being entrusted with your personal data is a privilege. With that privilege we recognise the need for us to act with responsibility. This privacy notice outlines the manner in which we store and use your data.

Personal data – what it is

Personal data includes any data from which a living individual can be identified. Identification can be made using the information alone, or when used in conjunction with any other data held by the data controller. The processing of personal data is governed by the General Data Protection Regulations (GDPR) and related regulations.

Control of processing of your personal data

IMAPS-UK is the data controller and as such decides how your personal data is processed and for what purposes.

How we process your personal data

We use your personal data for the following purposes:

- To administer membership of the organisation.
- To administer events run by the organisation.
- To manage our employees and volunteers.
- To operate our website.
- To maintain our accounts and financial records.
- To promote IMAPS-UK.
- To keep you informed of news, events, activities and services run by us and other organisations which we consider to be of interest to you.
- To enable us to provide services to beneficiaries who are not members of IMAPS-UK.
- To provide our members with affiliate benefits from IMAPS-US.

The legal basis for processing your personal data

We process your data for any of the following reasons:

- To meet our legal obligations as a charity.
- To support our legitimate interests as a charity.
- We have received your explicit consent in order to keep you informed about news, events, activities which we consider to be of interest to you.
- We have received your explicit consent in order to share your data with all other members in our membership directory.

Sharing your personal data

We consider your personal data as confidential. We will share it with staff and volunteers of IMAPS-UK in order to allow us to perform the functions of IMAPS-UK. We will never pass it to another organisation without your prior consent, except where this is necessary for our own operations (e.g. email systems, payment processing, data storage, IMAPS-US affiliation). In those cases, we ensure that confidentiality agreements protect your data to the same extent as if it were held entirely within IMAPS-UK.

How long we keep your personal data

Your data is kept only as long as required. For members, this means a maximum of five years after resigning your membership, and for non-members we delete the data as soon as possible after you request us to, or five years after our last meaningful contact with you (whichever comes sooner).

There are some limited exceptions where we need to keep the data for longer for statutory reasons: financial records for up to 7 years after the financial year to which they relate.

Your rights and your personal data

Under the GDPR regulations which came into effect May 2018, you have the following rights:

- The right to request a copy of your personal data which IMAPS-UK holds about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for us to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that IMAPS-UK provide you with your personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability), where applicable.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

Further processing

If we wish to use your personal data for a new purpose not listed in this document, we will revise this document and provide you with a copy prior to us starting data processing for the new purpose.

Contacts

To exercise all relevant rights, queries or complaints please in the first instance contact the IMAPS-UK office@imaps.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.