

## **ASCEL Privacy Policy - Members**

This privacy notice tells you what to expect us to do with your personal information when you sign up as a member.

Our contact details.

### **Post:**

Central Library

Snow Hill, Wolverhampton, WV1 3AX, GB

Telephone

01902 539199

### **Email:**

info@ascel.org.uk

## **What information we collect and use, and why**

Membership administration and management

- We collect or use the following personal information as part of membership administration and management:
- Contact details (e.g. name, work address, telephone number, email)

Our lawful bases for collecting or using personal information as part of administration and management are:

- Consent
- Legitimate interest

## **Where we get personal information from**

We collect your information from the following places:

- From membership forms completed online or via email.

## **How long we keep information**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## **Who we share information with**

In some circumstances, we may share information with the following:

- Research or partner organisations, where we have asked for your consent for specific involvement
- Regional chairs, who are members of ASCEL, and employed by a local library service
- Stored securely with third party services, Mailchimp, Groups.io to send newsletters and member communications
- To create a login for the ASCEL website
- For processing membership payments.

## **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 will respond within one calendar month.

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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