

Privacy Policy

1.1.1 How we collect your data

We collect data about you in a variety of ways, starting at the point where you apply to be a Trustee/Director where we will collect the data from you directly. We also update this data through your subsequent contact with us.

1.1.2 Purposes of the processing

Personal information which you supply will be used to enable us you to fulfil your duties of a Director/Trustee..

1.1.3 Legal basis for processing

We process your information under the legal requirement for processing for current Directors and Trustees and under legitimate interest for former Directors and Trustees

1.1.4 Legitimate Interest

We keep details of former Directors/Trustees for historical purposes.

1.1.5 Data retention period

We will keep an electronic record of your personal details on our CRM system in perpetuity to keep a history of IPEM.

1.1.6 Categories of personal data

Personal Details

- Name
- Home Address
- Work Address
- Home Email Address
- Work Email Address
- Home Telephone Number
- Work Telephone Number
- Mobile Telephone Number.
- Name of Employer
- Employer Address
- Date of Birth
- Gender
- Professional Information
- Interest Information

1.1.7 Who we share your data with

We share some of your data with other organisations and individuals who process data on IPEM's behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

1.1.7.1 With the Charity Commission

We share you details with the Charity Commission so that we can meet our legal requirements.

1.1.7.2 With Companies House

We share you details with Companies House so that we can meet our legal requirements.

1.1.7.3 *With our Survey Software Provider*

We share your name and preferred email address to our survey provider, so that we can send you surveys regarding IPEM Membership, Workforce and other related items. The results of the survey will also be stored by our Survey Software Provider.

1.1.7.4 *With our Mailing House Provider*

We share your name and preferred membership address (Home or Work) with our mailing house so that Scope, our membership magazine, can be delivered to you.

1.1.7.5 *With our Marketing and Bulk Email Provider*

We share your name and preferred email address to our e-mail marketing provider, so that we can send you the newsletters; updates; details of up-coming meetings, conferences or events that you might be interested in ; and details of products or services that we think you might be interested in.

1.1.7.6 *With our IT Software & IT Support Service Providers*

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.