

MEMBERS PRIVACY NOTICE

This Member Privacy Notice sets out what personal data the Institute of Demolition Engineers, the Institute, hold about you and how we collect and use it, both whilst you are working for us and after you have left; it applies to current and former Members, (together referred to as 'Members').

We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully, together with any other information that we might give you from time to time about how we collect and use your personal data. You should also read our Data Protection Policy which explains our obligations in relation to personal data and how we keep it secure, as well as what we expect from you when you are handling personal data in the course of your work.

This Privacy Notice applies immediately, it does not form part of your contract of employment or other contract to provide service and does not give you any contractual rights; we may update this Privacy Notice at any time.

Who is the controller?

The Institute, is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

The Institute Data Protection Manager (DPM) is the National Secretary who may be contacted at 01634 790548, e-mail info@ide.org.uk as DPM, they are responsible for monitoring our compliance with these obligations, and, in association with the QHSE Manager, informing and advising us about our data protection law obligations. They also act as your first point of contact if you have any questions or concerns about data protection.

What type of personal data do we hold about you?

Data protection law divides personal data into two categories: ordinary personal data and special category data.

Ordinary Personal data means any information relating to a living individual who can be identified (directly or indirectly) in particular by reference to an identifier (e.g. name, NI number, Member number, email address, physical features). It can be factual (e.g. contact details or date of birth), an opinion about an individual's actions or behaviour, or information that may otherwise impact that individual in a personal or business capacity.

We hold limited ordinary personal data about you, this is Membership and contact details.

Special category data – we do not hold any such data

Why do we hold your personal data and on what legal grounds?

We hold and use your ordinary personal data for business administration purposes. This includes for attendance at seminars, training and publicity purposes.

Data protection law specifies the legal grounds on which we can hold and use personal data.

Most commonly, we rely on one or more of the following legal grounds when we process your personal data:

- Where we need it to provide membership information
- Where we need it to comply with a legal obligation (**legal obligation**).
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (**legitimate interest**).

How do we collect your personal data?

You provide us with the personal data about you that we hold and use.

Who do we share your personal data with?

We will only share your personal data with third parties where we have an appropriate legal ground under data protection law which permits us to do so. This generally includes membership queries

Consequences of not providing personal data

We only ask you to provide personal data as required by the Institute Membership Requirements

How long will we keep your personal data?

We will not keep your personal data for longer than ?? years from termination of Membership, either by you or the Institute

Your rights

You have a number of legal rights relating to your personal data, which are outlined here:

- **The right to make a subject access request.** This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.
- **The right to request that we correct incomplete or inaccurate** personal data that we hold about you.
- **The right to request that we delete or remove** personal data that we hold about you where there is no

good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

- **The right to object to our processing** your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- **The right to request that we restrict our processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **The right to request that we transfer** your personal data to you or to another party, in a structured format. This right applies in respect of data that you have provided where our legal ground for using the data is that it is necessary for the performance of a contract or that you have consented to us using it (this is known as the right to “data portability”).

If you would like to exercise any of the above rights, please contact the Data Protection Manager in writing. that **Note** These rights are not absolute and in some circumstances we may be entitled to refuse some or all of your request.

If you have any questions or concerns about how your personal data is being used by us, you can contact the Institute Office – telephone 01634 790548 or e-mail info@ide.org.uk

Note too that you have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues; details of how to contact the ICO can be found on their website: <https://ico.org.uk>

APPENDIX – FURTHER DETAILS

This section of the Privacy notice tells you in more detail about the type of personal data we hold about you, what we use it for, our legal grounds for doing so, who we share it with and how long we keep it.

Please note that we will not necessarily hold, use or share *all* of the types of personal data as described in this Appendix in relation to you.

More information about your ordinary personal data

Type of ordinary personal data held by us	What we use it for	Legal ground	Guideline retention period
Biographical details (including name, title, contact details, DOB, gender, membership number, [photograph])	Administration of the membership	Legal obligation Performance of the Institute activities	During membership and up to ?? years after termination of membership
CCTV footage	Primarily for security purposes,	Legal obligation In our legitimate interest to maintain the security of our premises	6 months after date on which footage was recorded