

SPA Personal Data and Privacy Policy

SPA is committed to protecting the personal data of its Members in accordance with GDPR. To administer and manage the SPA activities the SPA will necessarily need to collect, use and/ or process certain Personal Data about its participating members (the “**Member**”), who register in the membership of the SPA.

This Privacy Policy details what members’ personal data the SPA will collect and how it will be used, stored, shared and protected; in-line with data protection legislation and the GDPR. This Privacy Policy applies to your Personal Data needed to provide membership services and when you visit our website.

General

For the purposes of this Privacy Policy “**Personal Data**” means any information relating to an identified or identifiable living person (the ‘**data subject**’); an identifiable living person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

For the purposes of this Privacy Policy “**Processing of Personal Data**” means anything that is done to, or with, personal data (including collecting, storing, analysing or deleting those data).

What type of Members Personal Data does the SPA collect?

As a member of the SPA we will collect certain Personal Data so you can access full SPA membership benefits and services. This includes:

- Title and name
- Preferred and provided contact address
- Preferred and provided email address
- Professional or organisational role and affiliation
- Income band for calculating membership fee
- If registering for SPA Online you have the opportunity to provide a photo and personal description ([Very connect hyperlink](#))
- If members prefer to pay by direct debit we will only collect the information necessary for an annual direct debt ([direct debit form hyperlink](#))
- Alternatively if members prefer to pay for their membership fee via the Charities Aid Foundation online card payment system which will only ask for the necessary personal and financial information ([CAF privacy notice hyperlink](#))
- SPA may also collect other information related to your use of our services and take up of membership opportunities. This includes information you provide when you register to use Social Policy Online, subscribe to our service, become a member or renew your membership, register for an event or participate in discussion boards or other social media functions on our site, and when you report a problem with our site.

Why does SPA collect and process my Personal Data?

By registering in the Membership Programme you hereby grant consent to SPA for collecting and processing your Personal Data for the following purposes:

1. enrolment into and maintaining your membership of the association;
2. notification of activities and events provided by the SPA;
3. authenticating your access to your Membership Account and communicate with you about your Membership Account via Social Policy Online and email;
4. sending out Membership notifications, newsletters and other relevant member updates,

You can withdraw your consent by cancelling your membership at any time by notifying the membership secretary.

What does the SPA do with this data?

To provide membership benefits and services and operative effectively as a Learned Society we will use provided personal data in the following ways:

1. Members will be provided with SPA information, SPA Opportunities and the SPA Newsletter via email;
2. Members email addresses will also be used to inform members of Conference, SPA AGM and Nominations and Elections;
3. We will share your name and preferred contact address with Cambridge University Press for all members who wish to receive members journals in the post, we will share this securely (CUP privacy)
4. Working with Very Connect to provide SPA Online your personal data will be used to facilitate members networking and online communication

How does the SPA store your data?

The SPA will store your personal data appropriately and securely in-line with GDPR requirements. This includes:

- Maintaining and updating the SPA members database which is password protected and only accessed by the Membership Secretary;
- Where necessary this data is shared by the Membership Secretary to other Executive Members on a restricted basis
- We only share the members necessary data with Cambridge University Press to provide members with journals, and this data is shared securely;
- Any personal data provided in order to participate in SPA activities and SPA Opportunities will be kept securely and accessible only by the relevant Executive Member
- Personal Data stored for SPA online is compliant with GDPR in accordance with Very Connects Policy ([hyperlink](#))
- On cancelling or non-renewal of your membership leads to deleting of all personal data, that has been provided for Membership services up to two months after the end of the renewal deadline which is the 31st of March each year.
- Personal data collected for other membership opportunities and events will be deleted one month after completion of the activity/event.

The SPA Website

With regard to each of your visits to our site we may automatically collect the following information:

- technical information, including the Internet protocol (IP) address used to connect your computer to the Internet,
- your login information, browser type and version, time zone setting,
- browser plug-in types and versions, operating system and platform;

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- **Strictly necessary cookies.** These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website, use a shopping cart or make use of e-billing services.
- **Analytical/performance cookies.** They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- **Functionality cookies.** These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).
- **Targeting cookies.** These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

How will SPA contact me for marketing purposes?

SPA will be communicating to you via your e-mail regarding membership news, events and opportunities, as stated above, and where members have signed up, through communications via Social Policy Online

If you prefer not to be contacted for any of the above please notify the Membership Secretary. This means the Membership Secretary will only contact you for matters related to your individual membership.

How long does SPA keep my personal data?

SPA will keep your Personal Data only for as long as you are a member of the association in compliance with the data storage policy outlined above.

Who do I contact about Personal Data concerns or to make a complaint?

Please contact the Membership Secretary if you wish about any issue relating to data protection and GDPR rights as part of SPA membership or involvement in SPA activities.

If you are not satisfied by the way in which we address your Personal Data concerns, you have the right to lodge a complaint with the UK supervisory authority the Information Commissioners Office.

Validity and Changes to this Privacy Policy

This Privacy policy shall apply to you and be effective beginning on 30th May 2018.

The SPA will revise this policy to reflect changes in applicable laws and SPA activities. The revised Privacy Policy will be effective as of the published effective date. If the revised version includes a substantial change, we will provide you with 30 days prior notice by posting notice of the change on the "Policy Update" page of our website. We shall also notify Members of the change using e-mail or other means.