



UCISA privacy statement

1 Introduction

- 1.1 This notice is for all Members of UCISA (Universities and Colleges Information Systems Association). It explains the purposes for which we hold information about you (your personal data).
- 1.2 UCISA is registered as a Data Controller under the Data Protection Act 1998 (and any subsequent legislation) with the UK Information Commissioner's Office (registration number ZA359454). Contact details for UCISA's Data Protection Officer are noted at the end of this document. If you wish to obtain further information about UCISA's registration, it can be viewed at the [ICO register](#).
- 1.3 All data are held and processed in line with this Privacy Statement. All data which we receive from you or which is created while you are a Member of UCISA are kept securely and only used for legitimate purposes in connection with your organisation's membership and activities you undertake as a Member.

2 Purpose of collection and processing of data

- 2.1 UCISA needs to process your personal data to manage your membership, your membership subscription, your training, your participation in social events and other Organisation activities and to keep you informed about courses, events and activities that may be of interest.
- 2.2 When you join UCISA, you will be asked for details of your organisation, its name and address, and also various personal details about you, such as your name, job title, department, email, telephone and fax.
- 2.3 The UCISA Administration team owns a number of JiscMail mailing lists. Membership of these lists is mostly by self-registration but there may be occasions (such as Committee membership) where UCISA will provide your name and email address to JiscMail. Your inclusion on JiscMail lists is covered by the [JiscMail Service Policies](#). You can manage your subscription and unsubscribe at any time. If you post messages to JiscMail, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others. Your email will continue to be subscribed to the mailing list until you **contact us**, or [JiscMail Helpline](#) to remove your details. Any email messages you post to the mailing list will remain in the mailing list web-accessible private archives, until you ask UCISA, or JiscMail helpline to remove these.
- 2.4 Further information is collected as you undertake certain events and activities in UCISA. This allows us to track and monitor your interest in topics in order to develop our services to members. It also allows us to support your safety and welfare (for example special access or dietary requirements).
- 2.5 We may also collect data about you for all other activities that fall within the pursuit of UCISA's legitimate business.
- 2.6 Data will be stored securely only for as long as is necessary and in accordance with [UCISA's Retention Policy](#). Once the retention period has lapsed data will be destroyed.



3 Basis for processing

3.1 Most of the data we collect from you is required to enable us to administer your membership, to support your journey in benefitting from services offered by UCISA and for participation in Organisation’s activities. The provision of this data is part of the contract you form with UCISA when you join UCISA. The legal basis for processing, as defined in the EU General Data Protection Regulations, is therefore “Contract”.

3.2 In some cases, we need your consent to process this and you will be informed of this at the time we collect it. Consent is usually obtained at the time of joining and annually at renewal time thereafter. For these data, you have the right to withdraw your consent and also for us to remove your data. You can do this by contacting the Data Protection Officer (see contact details at the end of this document) at any time.

Data	How it is collected	Used for	Basis for processing
Members directory Name, job title, institution name and address, personal email, personal telephone number	Upon joining and each year at membership renewal	Contacting and identifying members	Contract , required as part of your membership of UCISA upon joining and annually upon renewal.
Financial information 1. about your organisation 2. as volunteer, when claiming expenses from UCISA	1 Upon joining and each year at membership renewal 2 Provided by you when claiming expenses	1 To process the payment of your membership subscription 2 To reimburse authorised expenses	Contract (at the time of payment) 1 UCISA does not receive financial information about your organisation 2 UCISA will retain financial data you provide for as long as it is needed for the relevant purpose and in line with its data retention policy.
Participant registration data	Registration at Organisation’s events and other activities	Monitoring registration; providing service to participants and for security of meetings/ events.	Contract , entered into at the time of booking for the event.
Name & email address with comments	Feedback form following an event	Improvements to future events	Consent , all personal data is deleted following capture of comments.
Bursary candidates Name, address, organisation, email, telephone number, application, photograph	Bursary applications process. 1 successful applicants names 2 unsuccessful applicants	Judging the annual bursary awards	Contract . Required as part of your application for the bursary award by UCISA. Data retention period for (1) and (2) will be in accordance with UCISA’s data retention policy

3.3 We may need to take your photograph, which shall be used in UCISA’s marketing materials which constitute publications and/or on UCISA’s website and other social media channels. We will seek your **consent** before doing this.



- 3.4 You may need to provide UCISA with details of your physical and/or mental health in order to ensure your safety. Where you do so, this information will only be given orally at the time it is necessary to provide it and **no record of such information will be retained**.
- 3.5 If you volunteer to lead a special interest group or other Organisation event, you may be asked to provide your contact information including an email address and telephone number. It is your choice to provide this information (or not) and by doing so, you have been deemed to **consent** to publication in the members' directory.

4 Disclosures to third parties

- 4.1 UCISA will only disclose your data to third parties where this supports the legitimate business of UCISA or where we are obliged to do so legally. Details are contained in the following table.

Disclosure to:	Details:
UCISA Services Limited (USL)	USL, a wholly owned subsidiary of UCISA, provides events organisation services to UCISA. USL may engage with a 3 rd party event management company or with potential event sponsors (see below). UCISA shares your data with USL for the purposes of enabling your attendance at events.
Data processors:	
Barclaycard EDPQ	For the purpose of fulfilling membership or events payments by Credit Card. Note that: UCISA does not retain any of your financial information.
Barclays Bank	For the purposes of fulfilling membership or events payments or expenses by online bank transfer. Note that: UCISA does not retain any of your financial information.

- 4.2 UCISA will not share your data with other third parties without your consent. Where it becomes necessary to make disclosures without your consent, these will always be in accordance with the provisions of the Data Protection Act 1998, the EU General Data Protection Regulations and any subsequent legislation.



5 Your Rights

- 5.1 Under the Data Protection Act 1998 you have a right to request a copy of your personal data held by UCISA.
- 5.2 Any request for such a copy should be made to the Data Protection Officer (see contact details at the end of this document). You also have the right to object to any aspect of the processing of your personal data by UCISA. Any such objection should be submitted in writing to the Data Protection Officer (see contact details at the end of this document).

6 Your Responsibilities

- 6.1 You have a responsibility to keep your personal details accurate and up to date and should notify UCISA of any changes.
- 6.2 Members of UCISA may, during the course of their membership, have access to personal information about other individuals. You are expected to treat this in a responsible and professional manner. You have responsibilities under the Data Protection Act 1998 and any subsequent legislation for any personal data relating to other people which you may access whilst a member of UCISA. This responsibility is in addition to any obligations arising from professional ethics or codes of conduct. Information obtained in the expectation of a duty of confidence should be treated as confidential and generally not disclosed without the subject's consent. UCISA will take a serious view of any breach of the Data Protection Act 1998 or subsequent legislation by any of its members, including suspending your membership.

7 Contact details

Nina Robinson, Data Protection Officer
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