

SfEP PRIVACY POLICY

We're publishing this privacy notice to make it easier for you to find out how we use and protect your information within the Society.

Introduction

Your personal data is data which by itself or with other data available to us can be used to identify you. We are The Society for Editors and Proofreaders (SfEP) and for these purposes we are data controllers. We use data processors in the Society's administration and details are given later in this policy.

Using your personal data: the legal basis and purposes

There are three different main purposes for which we hold your data:

- to perform our contract with you as a member of the Society
- in order to operate as a membership organisation we have certain legitimate interests
- in issuing articles, blogs, training courses and other publications and

certain kinds of data make administration easier or even possible so we ask you to provide this and consent to our holding it.

1. To perform our contract with you:

- a. we collect information from you when you join, when you take training or mentoring, when you renew your membership, attend Conference or apply to change your grade
- b. you supply information to appear in our Directory or IM Available
- c. we provide a facility for you to update the contact details we hold for you, and your Directory or IM Available entry via our website
- d. we employ data processors (see below) to carry out particular functions for us
- e. we keep emails and other correspondence



2. The legitimate interests we refer to above are:
 - a. we ask you to give us your membership number, your email address and to set up a password (which we store but we cannot see) when you register for the forum
 - b. for publicising and marketing the society we ask people and organisations to provide contact details and consent to our holding them
 - c. we ask people speaking at our Conference to provide contact details and information about themselves, and collect contact information from people attending our Conference
 - d. we keep detailed accounting records
 - e. to organise and manage the Society we allow directors, contributors and our office staff to create and maintain documents and spreadsheets that use the data we hold – for SfEP's security arrangements see our Data Protection Impact Assessment (DPIA).
3. The personal data of members and others (their name, their email address, sometimes other things) can appear in articles, blogs, forum posts, training courses, SfEP guides and other publications.
4. We ask you to provide and consent to our holding:
 - a. contact details, if you want to:
 - i. subscribe to *Editing Matters* or *Editorial Excellence*
 - i. reply to a post on our blog
 - ii. subscribe to our blog or our forum via email
 - iii. enrol in one of our courses or professional development days
 - iv. enrol in mentoring
 - v. book a place at our Conference
 - b. access and dietary requirements (if these apply) for people attending events we run
 - c. your replies to membership surveys we run.

The Society employs office staff and we hold and process information necessary to do this.

We hold data for various lengths of time and details are given in our DPIA.

Sharing your personal data

We use data processors:

1. SagePay operate a 'payment gateway' that allows us to take payment by credit and debit cards.
2. Xero provide cloud-based software that we use for the Society's accounts.
3. Dataware provide the Society's database and backup and administration services to keep it running.
4. Iternity occasionally provide IT trouble-shooting for the office.
5. Amity developed and help maintain our website and services that depend on it.
6. When you do one of our online courses we register you with Nelson Croom who provide the software and all the administration (except for the tutor support and any assessment, which we provide).
7. Epoq provide a legal helpline for Professional, Advanced Professional and Retired Members.

Your rights under data protection law

You have the right:

1. to *be informed*, automatically and immediately, usually via a privacy notice, that we will hold data we've asked for

2. to *access* the data we hold, within a month, which we will provide in electronic form
3. to have us *rectify* inaccurate or incomplete data, generally within a month
4. to ask us to *delete* your data (we will not always be able to do this and where we are not we will tell you why)
5. to *restrict* data processing that we do
6. to *object to* data processing we do even if it would normally be justified
7. not to be subject to *automated decision making* and *profiling* by the Society – the SfEP does not currently do any of this.

For fuller explanation see [the ICO website](#).

What you need to read

As well as this privacy policy we are publishing a DPIA which will be available to download from our website, and you will notice data protection wording appearing on emails, notices, receipts and other information sent to you by the Society and on its website. The Impact Assessment provides more detail about what data we hold, where we get it, what we use it for, how long we retain it and what security is in place to protect your data.

How to contact us

If you have any questions about this notice please email the office at office@sfep.org.uk.