

## Privacy Notice – DAMA UK

Heading	Text
<b>Who we are</b>	<p>DAMA UK is the UK Chapter of DAMA, a leading organisation for data resource management professionals. It is a not-for-profit limited company with a Committee of (volunteer) Directors.</p> <p>Dama Ltd is the name of our legal entity and the data controller for all the personal data that you provide. Our registered number is 04716140 (England and Wales) and our registered address is 6a Pinkers Court, Briarlands Office Park, Gloucester Road, Rudgetway, BRISTOL, BS35 3QH.</p> <p>The purpose of this policy is to make you aware of how we will manage your personal data.</p>
<b>What data we collect</b>	<p>DAMA UK is a professional association that exists for the benefits of our members. We maintain up to date records of all of our members in order to provide membership services including access to intellectual property, events and networking opportunities.</p> <p>We also offer an optional free newsletter that members can subscribe to.</p>
<b>What we do with your data</b>	<p>We use your personal data to grant and renew your membership on an annual basis, which includes invoicing and collecting payments. If you subscribe to our newsletter we use your email address to send you the newsletter.</p>
<b>Keeping it safe</b>	<p>All personal data is kept on a secure collaborative workspace (Kahootz) that is only accessed by DAMA UK committee members and the chapter secretary. The data is stored in a UK based data centre.</p>
<b>Our lawful basis for collecting your data</b>	<p>The legal basis for maintaining membership records is contractual.</p> <p>For the optional newsletter service we rely on your consent, which you give us by subscribing – you may withdraw consent at any time.</p>
<b>Sharing information with other data processors</b>	<p>We do not share our members data with anybody.</p>
<b>Storage and retention of your data</b>	<p>We maintain membership records for up to 2 years after your membership ends, so that we can restore your membership if needed.</p>
<b>Subject access request</b>	<p>You have the right to request that we give you a copy of the data we hold about you. This is called a 'Subject Access Request'.</p>
<b>Right to deletion</b>	<p>You have the right to request that we delete any data that we hold on you if you are no longer an active member.</p>
<b>Right to restrict processing</b>	<p>You have the right to request that we restrict processing of your information:</p> <ul style="list-style-type: none"> <li>• if you believe the information that we hold is incorrect, or</li> <li>• if you can show that our processing is unlawful, or</li> <li>• if you want us to stop processing your data but you do not want us to erase it (for example, you may wish us to hold it for legal reasons, to defend a legal claim).</li> </ul>
<b>Right to rectification</b>	<p>If your details are incorrect, incomplete or have changed, you can contact us to request that we update your information at: <a href="mailto:info@damauk.org">info@damauk.org</a></p>
<b>Right to complain</b>	<p>You have the right to complain about our processing to the Information Commissioner if you believe we are not processing your data in a proper manner.</p> <p><a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a></p>
<b>Privacy Policy last updated</b>	<p>18<sup>th</sup> May 2018</p>