



Our Privacy Notice

**THE UK EVALUATION SOCIETY (UKES)**

Notice effective 25 May 2018

Available freely at [www.evaluation.org.uk](http://www.evaluation.org.uk) or on request

Version 2 (see Appendix A for version control)

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# Introduction

## 1.1 Our commitment

The **UK Evaluation Society (UKES)** is committed to complying with data protection law and to respecting the privacy rights of individuals.

Whilst the majority of data that we store is 'non-personal', where personal data is received this policy explains how we protect it, in line with GDPR and the Data Protection Act 2018. Personal data is defined by the General Data Protection Regulation (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'. Personal data is therefore any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

We keep our privacy notice under regular review to make sure it is up to date and accurate. This is indexed in a document control table found at the rear of this document.

## 1.2 What Data do we collect and how do we use it?

Most of the personal and non-personal information that we collect and process is provided to us directly by you for the following reasons. Because you:

- Are a member or have made a membership enquiry to us;
- Wish to attend or have attended an event or conference arranged by us;
- Have completed satisfaction or market research activity commissioned by us (member surveys for instance);
- Are acting in a voluntary capacity with us (in the case of Council or Steering group members).

This data may be used to:

- Review and analyse our services (including web presence) for the purposes of our legitimate interests;
- Operate our services as a membership organisation including our events/conference offering.

This information may include:

- Names, email addresses, job titles, telephone numbers, and physical addresses strictly for business purposes (for instance to operate our membership services);
- Invoicing or payment information.

We use data processors who are 3<sup>rd</sup> parties who provide elements of our services on our behalf. We have contracts in place with these 3<sup>rd</sup> parties ensuring that your data is secure and not misused. We will not use your personal data or pass it onto 3<sup>rd</sup> parties for marketing purposes. We do not provide services directly to children or collect their personal information.

## 1.3 Security of Data

We are careful to store your data securely in order to prevent unauthorised access. Security procedures in the form of electronic/digital and physical/hard copy data are in place as well as related managerial and staff training and procedures.

Our website is hosted by Amazon and managed by Brightminded Ltd using a Wordpress platform – security breach policy available on request

Our membership data is stored on the 'Go Membership' platform provided by Azolve Ltd – external privacy notice available on request

Some membership data is saved temporarily on the Society's Google drive and Gmail account, for example, completed membership registration forms prior to populating Go Membership - external privacy notice available on request

Our payments are handled via Stripe - external privacy notice available on request

Most data are held electronically and are protected from unauthorised persons by password protection and security software.

#### **1.4 Your data protection rights**

Under Data Protection Laws, individuals have certain rights in relation to their own personal data. In summary these are:

- The rights to access your personal data (a subject access request);
- The right to have your personal data rectified;
- The right to have your personal data erased, usually referred to as the right to be forgotten;
- The right to restrict processing of your personal data;
- The right to object to receiving direct marketing materials;
- The right to portability of your personal data;
- The right to object to processing of their personal data; and
- The right to not be subject to a decision made solely by automated data processing.

The exercise of these Rights may be made in writing, including email, and also verbally and should be responded to in writing by us without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary. We must inform the individual of any such extension accompanied by an explanation within one month of receipt of the request.

Where the data subject makes the request by electronic form, any information is to be provided by electronic means where possible, unless otherwise requested by the individual.

If we receive the request from a third party (e.g. a legal advisor), we must take steps to verify that the request was, in fact, instigated by the individual and that the third party is properly authorised to make the request. This will usually mean contacting the relevant individual directly to verify that the third party is properly authorised to make the request.

### **Our online presence (website and social media)**

Our website uses cookies to better the users experience while visiting the website. As required by legislation, where applicable this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of/saving of cookies on their computer/device (these settings usually exist in a user's browser).

We encourage you to read the privacy notices for any linked website or organisations that our website suggests. This privacy notice does not cover how other organisations may process your personal information.

## **1.5 Website Visitor Tracking**

Our website uses tracking software to monitor visitors to better understand how they use the site. The software will save a cookie to your computer in order to track and monitor your engagement and usage of the website, but **will not** store, save or collect personal information.

When you visit our website we used a 3<sup>rd</sup> party service, Google Analytics, to collect information about visitor behaviour. We collect the Internet protocol (IP) address used to connect your computer to the Internet. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page.

## **1.6 Downloads & Media Files**

Some documents can be downloaded from our website and these are provided to users at their own risk. Whilst all precautions have been undertaken to ensure their safety, users are advised to verify their authenticity using antivirus software or similar applications.

## **1.7 Contact & Communication with us**

Users contacting us through our website do so at their own discretion and provide any such personal details requested at their own risk (principally through member registration, jobs and tender forms). Your personal information is kept private and stored securely until a time it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you services information through a mailing list system.

## **1.8 Social Media Policy & Usage**

We will never ask for user passwords or personal details on social media platforms.

Users are advised to conduct themselves appropriately when engaging with us on social media.

Where you make an enquiry via our social media channels these may be redirected into our usual enquiry process or CMS.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.

## Reasons for Contacting Us

This section informs you of the exact data we will process, why we need it, how we will use it and how long we will keep it. Your rights, outlined in section 1.4, apply.

Reason	Data we need	Why we need	What we do with the data	Retention	Your rights	Data processors
<b>You make a membership enquiry</b>	We would need a name and contact details from you. You may offer more information and it would be helpful if you provided information about your organisation.	We need sufficient information to answer your query.	We would record your enquiry and use the information supplied to deal with the enquiry.	See section 1.7	See section 1.4	We use third party data processors to record enquiries.
<b>You attend an event, seminar or conference</b>	You will be asked to provide: contact information including your organisation's / employer's name; details of dietary requirements and access provisions; payment if there is a charge to attend.	We require this information to facilitate the event. We also require it to confirm your booking and provide any pre-event information	We use it to confirm the event. We do not share this information with the venue unless there are security protocol we need to fulfil. We do publish delegate lists for our annual conference.			We use third party data processors to support our events. We may collect registration information through events sites such as Go Membership or Eventbrite. Where events are chargeable we will provide detail on the data process for collecting payments in the information for that event.
<b>You apply for a role on the UK Evaluation Society Council</b>	We require your CV, a statement as to why you wish to work with UKES as well as a nomination form which includes email addresses.	We require this data to assess your suitability for a role with UKES.	We will use this information during Council elections. For Director roles we will need to share your information with Companies House – including address and date of birth.			We use third party administration data processors to collate UKES nominations.

<b>You subscribe to our newsletter / mailing list</b>	Your name and email address	To send you our newsletter or mailings	We use this data to offer our communications.			We use Go Membership to deliver our newsletters.
<b>You make an information request</b>	Contact details. You may be asked to provide proof of identity.	We require contact information from you in order to respond.	When we receive a request from you, we will record the request with the details you have given us. We will process your information request. For governance purposes, we may compile data anonymously about the number of information requests that we receive.			We do not use third party data processors for this reason.
<b>You pay for membership</b>	Name, contact, location and payment information including account details (in the case of Direct Debits or recurring subscriptions). We also record whether this is an individual, student or institutional membership	We need to take personal information to complete the membership fee process.	We use this data to analyse our membership. We don't currently make membership detail publicly available. We use your contact information to send you your complimentary Evaluator journal. We may also contact you with events and member research (surveys for instance).			We use third party data processors Stripe to support our membership payments.

## In the event of a breach

In the event of a data breach we will:

- 1) Identify the breach, the data compromised and means;
- 2) Attempt to contain the breach and recover data (for instance changing passwords or remotely disabling devices).
- 3) Assess the extent and nature of the breach to understand the sensitivity and impact of the data breached. This will influence how we proceed with dealing with the breach;
- 4) Report the breach to clients or individuals. If the breach does not contain sensitive data this may occur after the breach has been resolved in order to fully outline the situation;
- 5) Perform a 'lessons learned' exercise and implement any relevant actions to prevent future data breaches.

## Queries and Requests

If you would like to: access, correct, amend or delete any personal information we have about you, you are invited to contact our Data Protection Officer on the details below:

Our Data Protection Officer is: Andrew Berry, Secretary of the UK Evaluation Society

Postal Address (Please mark the envelope 'Data Protection Officer'):

UK Evaluation Society

1 St Mary's Courtyard

Church Street, Ware

Hertfordshire SG12 9EF

United Kingdom

Email: [hello@evaluation.org.uk](mailto:hello@evaluation.org.uk)

## Appendix A: Version Control Log

Version No.	Date	Author(s)	Detail
1	29-12-18	Tracey Wond, Treasurer	Privacy Notice drafted
2	23-01-20	Andrew Berry, Secretary	Updated sections relating to launch of Go Membership