

CILIPS Privacy Statement

Data Protection and Privacy

The Chartered Institute of Library and Information Professionals in Scotland (CILIPS) is a Data Controller in terms of the Data Protection Act 1998 (DPA). CILIPS is registered with the Information Commissioner's Office, our registration number is ZA168839. All personal information supplied by you will be treated in accordance with the terms of the DPA and the General Data Protection Regulation, which comes into effect on 25 May 2018. This means that confidentiality will be respected and that appropriate security measures will be taken to prevent unauthorised disclosure.

What data do we process?

Unless otherwise agreed with you we will only collect basic personal data about you such as your name, address, email address, CILIP membership number, and any special access or dietary needs.

Why we process your personal information

When you book a place on an event or course, you enter into a contract with CILIPS and agree we can process your personal information for administrative purposes. The purpose of processing includes, but is not limited to:

- Administering and providing courses and events
- Administering financial matters including payment of charges and applying discounts
- Ensuring we meet any special requirements for access and diet

What we do with your data.

All the personal data we hold about you will be processed by our own staff in Scotland and not shared with any third party unless there is a legal obligation for us to do so. Please be aware, however, that your information may be stored on a cloud based system whose services may be located outwith the EEA.

Retention of your personal information

CILIPS will retain your personal data only as long as necessary for its purposes as described.

Your rights

You have the right to request access to, copies of and rectification or erasure of personal data held by CILIPS and to object to processing. You can do this by contacting admin@cilips.org.uk

Access to and disclosure of information

CILIPS will only disclose your information to third parties where we:

- Have your consent; or
- Are required to under a statutory or regulatory obligation; or
- Are permitted to do so under the Act.