

## 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 General Data Protection Regulation. 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 GDPR. 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](mailto: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.

### Cookie Policy

Cookies are small text files that are placed on your computer by websites that you visit. They allow the website to remember who you are. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

You have the ability to accept or decline cookies by modifying the settings in your browser. However, you will not be able to login to the website if cookies are disabled. You can also manually remove cookies from your system. For more information on disabling and enabling cookies you should search for or lookup 'Cookies' in your Operating System Documentation or visit [www.aboutcookies.org](http://www.aboutcookies.org)

CILIP in Scotland collects cookies through Google Analytics to collect information about how visitors use our website. The cookies collect information in an anonymous form, including the number of visitors to the website, where visitors have come to the website from and the pages they visited which helps us improve the user experience.

CILIP in Scotland is a Scottish Charitable Incorporated Organisation Registration No: SCO38532

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