



ALERC Privacy Policy

Introduction

ALERC holds a certain amount of personal data which it uses in its day to day activities. This policy explains how ALERC meets its obligations as an organisation that holds and processes personal data and how it upholds the rights of the people whose data is held. In particular, it explains how ALERC meets the General Data Protection Regulations.

Personal data that ALERC holds

The personal data ALERC holds is necessary for the operation of a membership organisation. Personal information is voluntarily submitted by organisations and individuals joining ALERC. It consists of names, addresses and contact details. Some information is also held for the small number of organisations that could be eligible for ALERC membership. The table below describes the personal information held and processed by ALERC.

Source	Names	Addresses	Contact details
Member organisations.	Names of staff members working at member organisation.	Address of organisation / staff work address.	Organisation phone numbers and staff email addresses.
Non-member organisations.	Name of organisation manager or main contact.	Address of organisation.	Telephone number of organisation and email address of manager / main contact.
Individual members.	Names of individual members.	Work address if supplied, otherwise home address.	Work telephone number and email address, otherwise personal telephone number and emails address.

Purpose for holding and processing personal information

Personal information is held and processed to allow ALERC to function as a membership organisation. It is used to contact members on a one to one basis and provide them with useful and important information on the activities of ALERC, or other organisations, and on topics that are of interest. Contact of this kind is referred to as “direct marketing” and in line with the expectations of members and one of the main benefits of ALERC membership. This is ALERC’s legitimate interest for processing personal data.



Third parties

ALERC does not routinely make personal information available to third parties. On occasions where it may be in the interests of members to pass their personal information to third parties, ALERC will seek consent to do this, and will only do it if consent is provided.

Rites of individuals

Individuals have certain rights over their personal information. In order to uphold these rights, ALERC will:

- Provide individuals with a copy of their personal information on request.
- Make corrections to that information where requested.
- Remove that information where requested, and make reasonable efforts to have that information removed by third parties who may have received it from ALERC.

Young persons

ALERC does not hold information on persons under 18 years of age, but should the need arise to do so, permission will be sought from parents or guardians and no information allowing a young person to be identified will ever be published.

