

The Defence Industry Security Association Data Privacy Notice

Overview

As an Association we are committed to data protection and data privacy. With the General Data Protection Regulation (GDPR) becoming enforceable on the 25th May 2018, we have undertaken a GDPR readiness review programme to review, the way we handle data and the way in which we use it to provide our services, including the management of our membership services and provision of activities for non-members.

We hold personal data on all our members, plus those attending our events, to meet legal obligations and to perform membership functions. This Data Privacy Notice details the personal data that we may retain, process and share with third parties relating to your membership, our operations and provision of activities for non-members. We are committed to ensuring that your information is secure, accurate and relevant. To prevent unauthorised access or disclosure, we have implemented suitable physical, electronic, and managerial procedures to safeguard and secure personal data we hold.

This policy will be subject to periodic review and it is recommended that you review this document from time to time to ensure that you are aware of any amendments applicable to the retention, processing and sharing of your personal data.

Tracy Andrew
Chairman DISA

Review History

Date	Version	Amendments/Comments	Reviewer(s)
25 April 2018	2	Final	

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Introduction

The Defence Industry Security Association (DISA) has issued this Data Privacy Notice to describe how we handle personal information that we hold about our members and those non-members who use our services (collectively referred to as "you"). The term "member" includes all membership types.

We respect the privacy rights of individuals and are committed to handling personal information responsibly and in accordance with applicable law. This Notice sets out the personal information that we collect and process about you, the purposes of the processing and the rights that you have in connection with it.

If you are in any doubt regarding the applicable standards, or have any comments or questions about this Notice, please contact the DISA Administration Office.

Types of personal information we collect

During your membership with us, or when making an application to use our Association services, such as training, events, etc., we may process personal information about you and other individuals whose personal information has been provided to us.

The types of personal information we may process include, but are not limited to:

- Identification data – such as your name, gender, photograph, date of birth.
- Contact details – such as home and business address, telephone/email addresses, emergency contact details, if applicable.
- Employment details – such as job title/position and office location.
- Background information – such as academic/professional qualifications and education, if applicable.
- Financial information – such as banking details and payment details.
- Generally, we try not to collect or process any Sensitive Personal Information about you, unless authorised by law or where necessary to comply with applicable laws. However, in some circumstances, we may need to collect, or request on a voluntary disclosure basis, some Sensitive Personal Information for legitimate Association-related purposes: for example, information about your racial/ethnic origin, gender and disabilities for the purposes of event catering planning, access requirements, special requirements etc.

Purposes for processing personal information

Membership purposes

If you are applying for membership with the Association, we collect and use the requested personal information primarily for membership purposes – in particular, to determine your eligibility for membership of the Association. This includes assessing your skills, qualifications and background, verifying your information and then communicating with you about it.

If you are accepted as a member of the Association, the information collected during the application process will form part of your ongoing member record.

Global directory

We maintain a global directory of members which contain your professional contact details (such as your name, location, job title and contact details). This information will be available to everyone in the Association to facilitate cooperation, communication and networking.

Training courses and events purposes

If you are requesting a place on one of our training courses or at one of our events, then we collect and use this personal information primarily for these purposes – in particular, to determine your eligibility to attend, suitability for the training / event and for the additional purposes of special dietary requirements or access, etc. This process includes verifying your information and communicating with you about it.

Other legitimate business purposes

We may also collect and use personal information when it is necessary for other legitimate purposes, such as to help us conduct our business more effectively and efficiently – for example, for general membership issues, training, event planning, membership updates, accounting purposes, or financial planning. We may also process your personal information to investigate violations of law or breaches of our own internal policies.

Legal purposes

We also may use your personal information where we consider it necessary for complying with laws and regulations, including collecting and disclosing members personal information as required by law (e.g. for tax, health and safety, anti-discrimination laws), under judicial authorisation, or to exercise or defend the legal rights of the Association.

Who we share your personal information with

We take care to allow access to personal information only to those who require such access to perform their tasks and duties; this includes the company providing the Associations administration support services. We do not permit additional third parties to access your personal information.

Transfers to third-party service providers

In addition, we make certain personal information available to third parties who provide services to us. We do so on a "need to know basis" and in accordance with applicable data privacy law. For example, this will be for such things as training courses, seminars and our Annual General Meeting / Conference.

Transfers to other third parties

We may also disclose personal information to third parties on other lawful grounds, including:

- To comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant
- In response to lawful requests by public authorities (including for national security or law enforcement purposes)
- As necessary to establish, exercise or defend against potential, threatened or actual litigation
- Where necessary to protect the vital interests of our members or another person
- With your expressed consent

Legal basis for processing personal information

Our legal basis for collecting and using the personal information described above will depend on the personal information concerned and the specific context in which we collect it.

However, we will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with you i.e. to administer your membership, to book training courses or to attend our events, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms.

If you have questions about or need further information concerning the legal basis on which we collect and use your personal information, please contact the DISA Administration Office.

Data retention periods

Personal information will be stored in accordance with applicable laws and kept for as long as needed to carry out the purposes described in this Notice or as otherwise required by applicable law. Generally, this means your personal information will be retained until the end of your membership, training, or other event attended by you, plus a reasonable period of time thereafter to respond to related inquiries or to deal with any legal matters.

Your data privacy rights

You may exercise the rights available to you under applicable data protection laws as follows:

- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting the DISA Administration Office.
- In addition, you can **object to the processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting the DISA Administration Office.
- If we have collected and processed your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing that we have conducted prior to your withdrawal, nor will it affect the processing of your personal information conducted on lawful processing grounds

other than consent. **However, it may mean that as we can no longer process your data, we will not be able to provide membership or other services to you.**

- You have the **right to complain to a data protection authority** about our collection and use of your personal information. For more information, please contact your local data protection authority. In the United Kingdom, the data protection authority is the Information Commissioner's Office whose website is <https://ico.org.uk/>

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws. You can read more about these rights at: <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Updates to this Notice

This Notice may be updated periodically to reflect any necessary changes in our privacy practices. In such cases, we will inform you via the internet and, for significant changes, by Association-wide email. We encourage you to check this notice periodically to be aware of the most recent version.

Contact details

Please address any questions or requests relating to this Notice to the DISA Administration Office at contact@thedisa.org