



## ALT Privacy Policy

Policy last reviewed and updated on 10 May 2018.

ALT's privacy policy is designed to conform to 1998 Data Protection Act and from the 25 May 2018 the General Data Protection Regulation (GDPR) (EU) 2016/679. As part of this you have a number of rights:

- The right to be informed about how ALT will use your personal data
- The right to access a copy of any personal data ALT hold about you
- The right to have personal data rectified if it is inaccurate or incomplete
- The right to request the deletion or removal of personal data
- The rights to restrict and object to processing of personal data
- The right to obtain and reuse your personal data for your own purposes
- Rights in relation to automated decision making and profiling
- The right to withdraw your consent for the processing of your personal data
- The right to lodge a complaint with ALT and/or the Information Commissioner's Office

The following policy statement details how your rights are protected:

1. ALT's use of data is governed by ALT's registration with the Information Commissioner under the 1998 Data Protection Act and as of the 25 May 2018 the General Data Protection Regulation (GDPR) (EU) 2016/679 (Registration Number Z7647312, 17 February 2003).
2. ALT's registered Data Controller is Maren Deepwell (chief executive) and for any personal data related requests such as data access, deletion or withdrawal of consent please contact [maren.deepwell@alt.ac.uk](mailto:maren.deepwell@alt.ac.uk)
3. To lodge a complaint ALT has a dedicated [complaints policy](#).
4. During your use of this website - that is, web sites that are hosted by ALT on the infrastructure provided to us by Positive Internet Ltd - you may be asked for your full name, address, email address, job-title, organisational affiliation, and daytime/evening/mobile telephone numbers, all of which is "Personal Information".
5. Your Personal Information, if you decide to provide it, will be protected when you use this web site by encryption techniques using SSL (Secure Sockets Layer) technology; and personal information will be securely handled when transferred within ALT using equivalent techniques.
6. Your Personal Information will be used for the following purposes.
  - i. To enable you to register for ALT events, including the ALT conference.

- ii. To enable ALT to contact you, with your consent, by email, post, or telephone on ALT-related matters.
  - iii. To enable you to apply for or renew your membership of ALT.
  - iv. To enable us to fulfil our obligations to you as an ALT member
  - v. To enable you to take part in ALT activities.
  - vi. To enable us to continue, maintain and develop this web site.
7. ALT may provide the functionality for you to provide additional personal information and additional communication preferences as part of, but not limited to, ALT Members Groups and event websites. The inclusion of this information will always be at your discretion and control.
8. ALT is required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 7 years after which time it will be destroyed. Data collected via Google Analytics is retained for 38 months.
9. CMALT is a registered trademark (UK00002374461) held by ALT. In accordance with the regulations governing the use of collective trademarks, ALT is required to keep a register of Certified Members for public inspection.
10. If you use this site to send ALT Personal Information ALT will not sell your details to anyone. We will not give your details to any third party without your agreement unless the third party is contracted by us to provide services that are part of the overall ALT service offering. Any organisation we have contracted to provide data processing services has access to ALT personal information and has warranted that to the extent it processes any Personal Information on behalf of ALT it:
  - i. shall act only on instructions from us as the data controller; and
  - ii. has in place appropriate technical and organisational security measures against unauthorised or unlawful processing of Personal Information and against accidental loss or destruction of, or damage to, Personal Information.
11. Membership of ALT includes a number of rights and entitlements, including access to JiscMail mailing lists. By becoming, or having, an ALT Membership you permit us to provide your name and email address to JiscMail. Your inclusion on JiscMail lists is covered by the [JiscMail Service Policies](#). You can manage your subscription and unsubscribe at any time. If you post messages to JiscMail, be aware that any personal data you share within your email (email address, name and signature information) may be visible to others. Your email will continue to be subscribed to the mailing list until you [contact us](#), or [JiscMail Helpline](#) to remove your details. Any email messages you post to the mailing list will remain in the mailing list web-accessible private archives, until you ask ALT, or JiscMail helpline to remove these.
12. ALT is a Google G Suite for Education user and as such there may be transfers of the personal data outwith the EU as part of the services offered by Google including email and productivity tools such as Google Documents and Google Sheets. Use of these services is covered by the [G Suite for Education Privacy Notice](#) with amendments for [Data Processing Amendment to G Suite and/or Complementary Product \(e.g. Cloud Identity\) Agreement](#) (this includes clauses for “Alternative Transfer Solution” for example the EU-U.S. Privacy Shield) and [EU Model Contract Clauses for G Suite](#).
13. This site is not itself equipped to collect or store credit or debit card details. Instead this process is handled on our behalf by PayPal Inc., whose services are covered by [PayPal Inc.'s Privacy Policies](#).

14. Our web-hosting company and Google Analytics has the facility to monitor and record connections to and from the ALT website. The monitoring data that our ISP collects includes browser type, domain names, traffic volumes, temporal data, IP information, and data posted from web-forms, other than from forms provided to us by PayPal Inc. If you use the “Do Not Track” feature in your web browser your data will not be sent to Google Analytics.
15. We use cookies on some parts of the site for the following purposes in accordance with our [Cookies policy](#):
- i. Our content management system, Drupal, uses cookies for the purposes of authentication, and which persist for less than two months. Our membership management system, CiviCRM, uses session-based cookies that do not persist.
  - ii. If a user submits a comment to the site and ticks the "Remember me" option their email address will be stored in a cookie for one year.
  - iii. We use Google Analytics which places cookies on this site.
  - iv. On some websites we use social sharing widgets which include third party tracking
16. In case of queries please [contact us](#).

---

Version	Date	Author	Notes
2018.05	10 May 2018	Martin Hawksey	

This Privacy Policy is licensed for reuse under a [Creative Commons Attribution-ShareAlike 4.0 Unported \(CC BY-SA 4.0\) licence](#). You are welcome to adapt it for your own purposes, in which case please acknowledge this document as your source.