



### **Our privacy policy is simple...**

- We keep all information you provide to us completely confidential, no matter how or why you provide it.
- Only those committee members and trusted partner organisations (eg SCI, website builders etc) we specifically employ with relevant business duties may access personal information, and only to perform their duties. They are strictly prohibited from any other use.
- We do not share any personal information we collect on you with any other organisations or individuals.
- No personal information will be provided to any third party, except in the event that we are required to do so by law.
- By using any of the forms on our website, you implicitly agree to be bound by our privacy policy and legal disclaimer.
- By becoming a member of the SPG you are giving us consent to use your personal data for periodic mailings regarding SPG business (meetings, notices etc). Once you cease to become a member (or your membership lapses) your personal data will be removed from our records.
- By filling in the newsletter sign-up form on our website, you are giving us consent to use your personal data for periodic mailings regarding SPG information or news. If after signing up you do not wish to receive such mailings, please let us know by contacting us. All emails sent will give you the option to unsubscribe. Your personal data might be accessed by web developers and other contractors providing us with newsletter functionality. We will not use personal data provided via the sign-up form for any other purpose than described above. Personal data provided via the newsletter subscription form is not profiled and automated decision making is not applied.
- We take all reasonable precautions to protect any personal data that users may input via our website. We cannot, however, be responsible for loss or misuse of personal data which is intercepted or otherwise accessed by unauthorised persons during this process. We therefore exclude all liability for this.

### **Your rights...**

- You have the right to ask us for a copy of your personal data and have the right to amend or delete the data at anytime. In case you would like to exercise your GDPR related rights (the right to access, rectification, erasure, restriction of processing and right to data portability) please contact us via email or contact us using the form that can be found on our 'Contact us' page on our website.
- We will retain your personal data until you cease to be a member, instruct us to remove it, or decide to unsubscribe from our newsletter.



- You have the right to lodge a complaint with the supervisory authority.
- It is not contractually binding to provide us with your personal data to receive a newsletter from us.

### **Mailing List**

We keep a central register of member contact details (name, job title, email address, employer, employer address, telephone number, etc.) for periodic mailings regarding SPG business. This list is stored on a password protected server.

### **Cookies and tracking**

In order to improve the overall experience of visiting our website, we use a server-based log to collect anonymous information about our website visitors. This data is only used to generate statistical charts and will not be used in any other way. By using our website site, you have given us consent to use cookies.

### **Google Analytics**

Our website uses Google Analytics which relies on cookies to generate more advanced visitor charts and data mining reports. Google Analytics collects anonymous information that will not be used to identify our website visitors.

### **Login system**

Our website contains password protected area(s) that require a user to login. This login system offers to remember the user email address if the relevant box is ticked. Ticking the box will create a cookie that will automatically expire after 1 year or if the box is un-ticked on a subsequent visit.

### **Controlling Cookies**

Your web browser (the software you use to access our website) should allow you to control the cookies that it stores on your computer. Please refer to the relevant supplier's website to find out more.

If you feel that the SPG is not following its stated information policy please contact us by phone, email or post.

### **Changes to this policy**

We will post any changes to this policy on our website. Those changes will then apply to any future use by you of our website.

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