

PRIVACY POLICY

A new data privacy law comes into effect in the UK on 25 May 2018. As a result we are publishing a new Privacy Notice to make it easier for members to find out how we use and protect members' data within the IPS.

We also want to make members aware that the IPS Council has always acted as the data controller for members' information with the Chair, Treasurer and Membership Secretary as data processors responsible for deciding how your information is used and ensuring it is private and secure.

Information about our members is not shared with anyone without that member's express permission.

The IPS will not be changing the way we use members' personal data but the new Notice will provide members with additional details such as:

- Members' increased rights in relation to the data we hold about members
- How we keep members' personal data secure
- The types of personal data we collect about members and how we use it
- The legal grounds for how we use members' data

The Privacy Notice will apply from 25 May 2018 and members will be able to view it at www.the-ips.org.uk

The new General Data Protection Regulation (GDPR) which comes into force on 25 May 2018 will apply to all personal data, which means any information about a living person who can be directly or indirectly identified by it.

The GDPR replaces the current Data Protection Act, which is now 20 years old. GDPR is intended to give people greater control of their personal data once they have given it.

The following sets out our privacy policy in respect of IPS members and how it affects them. In order to fulfil our contracts with our clients and/or suppliers, if any, and with members we need to retain certain information about our members. This information is stored securely on our Chair's and Treasurer's computers, password protected. We also hold some index cards. It is important that members help us to keep their personal information about them up to date.

If members have any questions about the information contained in this policy or the data we hold about them as a member, please ask.

INFORMATION

We may hold the following information about a member.

- i. Full name

- ii. Personal address
- iii. Business address (if different), if provided
- iv. Telephone numbers – home and mobile, if provided
- v. Email address, if provided

We use the above information to:

- (a) Carry out our obligations arising from any contracts entered into with regard to membership of the IPS.
- (b) Inform members via the Journal, email, our Facebook Page, or any other platform which the IPS may deem appropriate, of any information regarding the IPS or shorthand in general.
- (c) Carry out our obligations arising from any contracts entered into between the IPS and you, the member, whether ad hoc or on an ongoing and regular basis.
- (d) Inform you, our member, of updates to legislation and general guidance in relation to any of the above.
- (e) Carry out our obligations in relation to the requirements of the HMRC or other government departments and any other bona fide body so requiring such information.
- (g) Enable the IPS to comply with any other legislation as may be from time to time stipulated by the laws of the United Kingdom.

YOUR RIGHTS

We will retain a member's information for a reasonable period or for as long as the law or regulation requires.

A member is entitled to see the personal information we hold about them personally and they may ask us to make any necessary changes to ensure that it is accurate and kept up to date.

DISCLOSURE

- We may share a member's personal information only with official bodies such as HMRC.
- Such personal information will be limited to the member's name, address, landline and/or mobile telephone number and email address.
- Unless required to do so by law, we will not otherwise share any of the information a member provides to us without that member's consent.
- The information a member provides to us will be held on our Chair's and Treasurer's computer which is password protected, as well as index cards.

CHANGES

Any changes we make to this Privacy Policy in the future will be notified to members in advance.

COMPLIANCE

In order to comply with GDPR we will be reviewing our policy twice-yearly, 25 November and 25 May.