



PRIVACY NOTICE

References to **we**, **our** or **us** in this privacy notice are to the Staff Development Forum (SDF)

We are committed to respecting your privacy. This notice is to explain how we may use your information pertaining to you which we collect and retain during

This notice explains how we comply with the law on data protection and what your rights are.

1. PERSONAL INFORMATION WE MAY COLLECT FROM YOU

- Professional/institutional contact details that allows us to contact you directly such as name, job title and email addresses; records of your interactions with us such as telephone conversations, emails and other correspondence;
- your email is collated and stored via sdf@jiscmail.ac.uk
- JISCmail conforms to all requirements of the General Data Protection Regulation (GDPR)
 - <https://www.jiscmail.ac.uk/policyandsecurity/>
 - <https://www.jisc.ac.uk/website/privacy-notice>
- records of your attendance at any SDF or other events organised by us;
- images in video including voice recordings and photographs;

2. WHERE WE COLLECT YOUR INFORMATION

We typically collect personal information about you when you make a query or when you correspond with us by phone, e-mail or in some other way.

3. USES MADE OF THE INFORMATION

Purpose	Personal information used
To let you know about the activities of Staff Development Forum and related information we think will be of use to you.	All contact and payment information, records of your interactions with us.
To send you other information we think you might find useful or which you have requested from us, including our updates, information about events.	Contact details sdf@jiscmail.ac.uk
sdf@jiscmail.ac.uk email correspondence between members requesting professional advice and responding with advice/support.	Contact details Wendy.mason@sdf.ac.uk

For the purposes of promoting our events.	Images in video and/or photographic form.
To manage our collection of payments where applicable for any of our activities.	Contact details and Institutional payment information
To aid any special requirements required at an event.	Special Assistance Needs and dietary requests

4. HOW LONG DO WE KEEP PERSONAL INFORMATION FOR?

We will retain the information when you become a member and until you request your details to be deleted. It is important to ensure that the personal information we hold about you is accurate and up-to-date, and you should let us know if anything changes, for example if you change your email address

Facilities are provided by JISC Mail for members to add, delete or amend their email addresses with SDF

5. YOUR RIGHTS IN RELATION TO PERSONAL INFORMATION

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used;
- the right to access the personal information we hold about you;
- the right to request the correction of inaccurate personal information we hold about you;
- the right to request the erasure of your personal information;
- the right to restrict and to object to the processing of your personal information;

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us by email. If you are unhappy with the way we are using your personal information you can also complain to the UK Information Commissioner's Office or your local data protection regulator.

6. CHANGES TO THIS NOTICE

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.

7. CONTACTING US

In the event of any query or complaint in connection with the information we hold about you, please email wendy.mason@sdf.ac.uk or comms@sdf.ac.uk

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