



The Association of Environmental & Ecological Clerks of Works

**Registered Office**

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Data Protection Policy

**Why we keep your personal data**

*Members*

AEECoW collects and retains personal data to allow us to discharge our contractual agreement (membership) with you. By retaining your personal details, we are able to verify your membership eligibility and communicate events, technical updates, news and membership renewals with you.

*Non-members*

AEECoW collects and retains personal data for a wide range of stakeholders, including regulators, planning authorities and other professional bodies. We also collect and retain the personal details of prospective members, including those who have contacted us directly or those identified through our own research of publicly available information, such as company websites.

**The data we collect**

*Members*

As part of the membership application process, we collect a range of personal data. This includes contact details, location, educational background and career details, including previous and current employers. Either professional contact details (i.e. work addresses) or personal contact details (i.e. home addresses) are collected, as preferred by each applicant. Throughout your membership we may collect and retain further information, such as dietary requirements, to allow us to better plan our events. AEECoW does not collect or retain our members' financial details.

### *Non-members*

AEECoW collects and retains the contact details, locations and professional roles of our non-member stakeholders and membership referees. If non-members attend our events, we may also collect further information, such as dietary requirements.

## **How we use your personal data**

### *Members*

Upon receipt of your membership application we use your personal data to determine your appropriate grade of membership. Your personal data will subsequently be used to communicate with you, primarily in relation to events, technical updates, news and membership renewals. We may use your personal data to help determine the location of events and to communicate local news and events to you.

### *Non-members*

Non-members' personal data is used primarily to directly promote the objectives and work of the Association. We may use your personal data, primarily email addresses, to promote events or news with you. We may also contact you if we consider you may be eligible for membership of the organisation.

In order that we can work collaboratively with like-minded stakeholders, we may use your personal data to contact you about potential joint events, publications or announcements.

## **How we store your personal data**

Your personal data is held electronically on a central contact list. Local copies of this document is held by members of our Management Committee.

Our central contact list is reviewed annually, around the time of membership renewals.

## **How we share your personal data externally**

AEECoW does not generally share your personal data with any outside organisations or individuals. However, as part of your membership application, we may use details provided in your application form to contact referee, employers or educational establishments to confirm the information provided. Should you choose to attend an AEECoW event, we may share your name and company/affiliation as part of a delegation list.

We use MailChimp to distribute emails to members and non-members. We may use data collected through email distribution, including open rates and link clicks to improve the performance of our communications.

MailChimp is subject to its own Privacy Policy, which can be viewed at MailChimp's website.

## **Opting Out of Future Communications**

### *Members*

By applying for, and accepting, membership of AEECoW you are consenting to your personal data being collected and retained by the organisation for the purposes stated in this Data Protection Policy. We will take all appropriate precautions to ensure your data is protected, however we acknowledge that no internet communication is entirely secure.

You may at any point request a copy of the personal data we hold for you. You may request that updates are made to ensure your personal data is accurate and you may also request that you are excluded from certain types of communication (for example, email communications regarding events or news).

You have the right to request that all personal data is removed immediately from our contact list, but please note that this will result in the termination of your membership and your ability to use the associated suffix.

All requests should be made in writing to the Chair of AEECoW via [info@aeecow.com](mailto:info@aeecow.com). We will strive to respond to your request within 5 working days.

### *Non-Members*

As an organisation that aims to bring ECoW practitioners and stakeholders together, it is essential that we continue to communicate and share our news with external organisations and individuals. We will always ensure our contact list is carefully managed and that only those we believe will benefit from engagement with the organisation receive communication from us.

We assume that those stakeholders with whom we have an existing relationship and with whom we have previously engaged in collaborative projects have provided their consent to collect and retain their personal data. However, should you wish to be removed from our contact list or you would like to review or update the personal data we hold, you can write to us at [info@aeecow.com](mailto:info@aeecow.com), addressing your request to the Chair of AEECoW.

We may occasionally contact prospective members, via professional email addresses, as a means of inviting membership applications. In order that we inform prospective members of the work of the Association, we may also send email newsletters or technical updates. In these cases, personal data held will be limited to name and professional email address. At all times, and in all communications, prospective members will be reminded that they have the right to have their personal data removed from AEECoW's contact list.

AEECoW  
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