

Introduction

The Institute of Value Management (IVM) Limited is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we hold for you. It also sets out how we use that information, how long we keep it, how we use it, how we protect it and your rights with respect to your data.

This Privacy Notice has effect from 25 May 2018. Any change in the way that we process personal data will be detailed in an updated Privacy Notice.

Data Controller Details

The IVM is a data controller, meaning that it determines the processes to be used when using your personal data. Our registered address is 27A Lubenham Hill, Market Harborough, Leicestershire, LE16 9DG. Our correspondence address is PO Box 101, LEDBURY, HR8 9JW. Please direct any queries to secretary@ivm.org.uk or alternatively you can call 01531 631444

The IVM is a member-based organisation which aims to promote excellence in Value Management by collectively representing and supporting Value Management professionals and the Value Management community. To enable us to achieve this, we hold information about our members at all grades and our professionally qualified Value Management colleagues. This information is used to keep our members and colleagues up-to-date with new developments in the industry.

What personal data do we collect?

We collect personal data about you to provide membership services. Personal details that we collect about you include:

- your name
- contact address
- phone number
- email address
- company
- date of birth

We collect this data during the Membership Application process.

Third-Party Sites You Link to from IVM

You may also use certain third-party sites or services that you link to from the IVM's Site. In such cases, all information you provide to a third party is provided to that third party and not to the IVM, and is subject to the third-party's privacy policy and terms of service.

Why we collect this information and the legal basis for handling your data?

We use personal data about you in order to provide membership services and fulfil the contractual agreement you have entered into. This includes using your data to:

- give you access to the membership area of the IVM website
- send you the latest issues of Value Magazine
- inform you of up and coming events
- send you newsletters
- maintain training and qualification registrations
- renew your membership

The legal basis for processing your data is consent.

Who we share your data with

Your data will only be shared with our contractors (Fishtank Agency and Organise It) where it is necessary for them to undertake their duties. We do not share your data with any other third party.

Our contractors that have access to, and are associated with, the processing of your personal information are obliged to respect the confidentiality of your information.

We will also share your data if we are legally required to do so, for example, by law, or by a court.

How is your data stored?

Your data is stored on our IT systems:

- IVM website
- Kashflow Accounting
- Dropbox online file storage

We take every precaution to ensure your data is protected against accidental loss or disclosure, destruction and abuse.

How long do we retain your data?

You will be removed from our membership and qualifications database 2 years after your membership and/or qualification has lapsed. You will be deleted from our accounting records 6 years after your membership and/or qualification has lapsed as we are required to retain financial records for this duration.

Your rights with respect to your data

You have the right:

- to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- to access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it and no legal basis for its retention
- to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- to portability. You may transfer the data that we hold on you for your own purposes
- to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests
- to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in a way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to

the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.