

## **UKIEG Privacy Policy**

This Policy explains when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

If you have any questions regarding this Policy or our privacy practices, please contact us using the details available on our website ([www.ukieg.org](http://www.ukieg.org)).

### **Who are we?**

We are the United Kingdom Indoor Environments Group (UKIEG) an informal network of professionals seeking improved understanding of the links between the quality of the indoor environment and occupant health and to promote application of that knowledge. The network is facilitated by an organising committee elected by an annual general meeting of members.

### **How do we collect information from you?**

We may collect information from you when you attend or exhibit at one of our events (when registering via email or booking online); apply to become a member or sponsor; submit an entry for an award; register to host a site visit or open day; or express an interest in our activities at a conference or trade show. We also collect information when you sign-up to our mailing list on our website.

When collecting your information via the above methods, we add your information to our mailing list (to receive newsletters and event updates) as we deem that you have a legitimate interest in our activities.

We do not automatically add you to our mailing list and you must provide explicit consent by signing up to our mailing list at an event or trade show, or e-mailing our membership secretary and asking to become a member.

### **What type of information is collected from you?**

The personal information we collect might include your title, name, company role, company name, employment position, address, email address, telephone number and area of expertise/interest.

We do not collect and store financial information.

### **How is your information used?**

We may use your information to send you communications about our latest news, events, research and campaign updates.

By becoming a member, you agree to also receive non-marketing emails from us in order to manage your application.

We will hold your data for the duration of the UK Indoor Environments Group existence. If you would like to be removed before this date, you can unsubscribe at any time by emailing the membership secretary or by using the link found at the bottom of our newsletters.

### **Who has access to your information?**

Your information is stored on a password secure database controlled by the UKIEG membership secretary. Only officers of the UKIEG are aware of the password. Your information will only be used for the purposes of UKIEG.

We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes. We may send you information about activities by third parties where we deem this to be of specific interest.

### **Your choices**

You can choose whether you wish to receive information from us. If you do not want to receive communications from us, then you can unsubscribe from our mailing list at any time by contacting our membership secretary in writing.

When you unsubscribe, your details will be deleted from the UKIEG Member's Database.

Your details will still be stored on our Mailchimp mailing lists, so that they can record your mailing preferences in order to prevent future mailings. See Mailchimp's privacy policy here and security information here.

To unsubscribe, you can also contact the membership secretary by email – contact details available here: [www.ukieg.org](http://www.ukieg.org)

### **How you can access and update your information**

We want to make sure that the information we have is correct and up to date. You can update your information at any time by contacting the membership secretary.

### **You have the right to ask for a copy of the information UKIEG holds about you.**

If you would like to update your information or request a copy of the information we have stored about you, please contact the membership secretary.

### **Security**

Your information is stored on a secure, password-protected database managed by the UKIEG Membership Secretary.

Non-sensitive details, for example your name and email address, are transmitted normally over the internet, and this can never be guaranteed to be 100% secure.

As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

## **Use of 'cookies'**

Like many other websites, the UKIEG website uses cookies. 'Cookies' are small pieces of information sent by a website to your computer and stored on your hard drive to allow that website to recognise you when you visit. They only collect statistical data about your browsing actions and patterns and do not identify you as an individual.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website. For more information about cookies, click [here](#).

## **Links to/from other websites**

Our website may contain links to other websites run by other organisations. This Policy applies only to our website. We encourage you to read the privacy policies on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check that site's own privacy policy.

## **Are you aged 16 or under?**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please ask your parent/guardian's permission beforehand whenever you provide us with personal information.

## **Review of this Privacy Policy**

We keep this Privacy Policy under regular review. This Policy was last updated in May 2018.