

## UK Society for Co-operative Studies (UKSCS)

### Data Privacy Notice

We are a membership-based CIO. We are a data processor and data controller under the Data Protection Act 1998 as amended by the General Data Protection Regulation (GDPR).

The Information Commissioner's Office (ICO) is the relevant data protection supervisory authority for us. We are however exempt from the requirement to register with them given our data use and our status as a non-profit organisation.

#### *Our objects*

We are registered with the following object ('our object'):

*To advance the education of the public concerning all aspects of the co-operative movement, and co-operative forms of structure, and in particular to assist, commission and/or identify, and to publish research into the aforementioned areas and to promote the exchange of information and experience on co-operative studies and research.*

We are legally obliged to deliver our object for public benefit.

We

- only process information necessary to establish or maintain membership or support;
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- only share the information with people and organisations necessary to carry out the UKSCS's activities (e.g. where we need to provide details of attendees to those hosting our events).
- only keep the information while the individual is a member or supporter or as long as necessary for member/supporter administration.

In particular, we may contact you to:

- provide you with information that you have told us if of interest to you, such as the Journal of Co-operative Studies, email updates, details of events and for your input in the direction of UKSCS.

Registered office:  
Holyoake House  
Hanover Street  
Manchester M60 0AS  
  
info@ukscs.coop  
www.ukscs.coop

We will collect the information you have provided to us on our membership form. In particular, we will use your name and email address to contact you. Your information will be securely stored electronically.

We will maintain records of participation in UKSCS by way of minutes and other records of meetings. We consider the retention of these documents as necessary to fulfil our object for the public benefit. Where we no longer have an operational need for these records we will seek to transfer them to an appropriate archive.

The lawful basis for our collection and processing of data on members is your consent; and the legal and contractual obligations placed on us under our governing documents and charity law – such as notifying members of general meetings.

You have a right to withdraw your consent at any point by applying to withdraw from membership. If you are not a member, you have a right to withdraw your consent by notifying us in writing. All consent withdrawals should be directed to the Secretary at: [secretary@ukscs.coop](mailto:secretary@ukscs.coop).

We have a process in place for fulfilling any subject access requests. To make any such request please email: [secretary@ukscs.coop](mailto:secretary@ukscs.coop).