



## **Privacy Notice for Members of South East Integration Network (SEIN)**

This privacy notice tells you what data we collect from members and what we use it for.

### **Who we are**

SEIN is a Scottish Charitable Incorporated Organisation

- Scottish Charity Number: SC043708
- Registered office: 539 Victoria Road / Langside Lane, Glasgow, G42 8BH

### **What information do we collect?**

When you apply to become a SEIN Member, we collect: details about your organisation, and the name, address, phone and email details of the person / people you nominate to be your main contact, and additional contact(s). These details will be private and only accessible to SEIN staff & board. You will also be asked to provide publicly available details about your organisation which will be used on the SEIN website.

### **How do we use the information?**

We will use your contact details to communicate with you about your application for membership: to tell you if and when your application is approved, and to communicate with you about annual renewal. We automatically register members to receive our e-newsletter (this is roughly fortnightly, via MailChimp). We will also send you occasional member-specific emails, with details about our monthly meetings and other information. You can unsubscribe from the newsletter at any time by clicking on the link at the bottom of the newsletter or by emailing: [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk). If you'd like to be removed from our members mailing list, email: [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk) (please note that we require at least one contact from each member organisation subscribed to our members mailing list).

If your application to join SEIN is unsuccessful, your data will be retained for 6 months then deleted.

When organisations cease to be members of SEIN, data is retained for 6 years and then deleted.

We will not share your information with any third parties unless we have asked for your consent to do so.

### **Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. You can also ask us to give you a copy of the information and to stop using your information. To submit a request for your data, please contact us by email, post or telephone (using the contact information provided below).

### **How to contact us**

You can write to us at South East Integration Network, 539 Victoria Road / Langside Lane, Glasgow, G42 8BH or email: [info@seinglasgow.org.uk](mailto:info@seinglasgow.org.uk) or tel: 07749902684 / 07955083385

### **Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office online at <https://ico.org.uk/concerns> or by phone on 0303 123 1113.