

SURESEARCH MEMBERSHIP DATABASE POLICY

WHAT WILL WE DO WITH YOUR PERSONAL INFORMATION?

We will keep your information as part of the record of the membership of Suresearch. We will use it to keep you informed about the meetings and activities of Suresearch, and to advise you of opportunities and events that we think may interest you.

Our preferred method of contacting you and sending information is by email. However, information can be sent out by post once each month, on request when members are unable to use email, provided funds are available.

We may occasionally contact you by telephone - for example if a meeting has to be cancelled at short notice, or if you are involved in some Suresearch activity where telephone contact is helpful.

WHO WILL HAVE ACCESS?

The secretary of Suresearch will take primary responsibility for maintaining the membership database.

In addition, other authorized members of Suresearch may have access to the database, in order to send out notices of meeting and other information to you.

We will not reveal your personal information to anyone else without your permission, unless required to do so by law.

HOW WILL WE STORE YOUR INFORMATION?

Your completed membership forms are kept in a locked drawer in the Suresearch Office at University of Birmingham, and the information on your membership form is put into an electronic database document, which may be kept on password protected cloud storage (such as Google Drive) and the University of Birmingham computer network. We may keep a further backup copy of the electronic data on usb drive, CD ROM or other similar device.

In addition, we may store your name and email in contact lists linked to the email services we use (such as Gmail and Mailchimp).

LEAVING SURESEARCH

If you no longer want to be a member of Suresearch, you can email us directly, send a message via the contact page of our website, or follow any 'unsubscribe' link offered by our email circulars. Alternatively, you can write to us at: Suresearch, Park House, 40 Edgbaston Park Road, Birmingham, B15 2RT. Your details will then be removed from our membership database.

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