

Privacy notice for University Museums Group membership: re. applicants' personal data

Data protection

In the course of completing this membership form, you have provided information about yourself ('personal data'). We (the University Museums Group) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

We use LoveAdmin.com (Pay Here Ltd) to help process and store your data. LoveAdmin provides secure storage and membership processing for UMG's member data in their capacity as a 'data processor'.

How we use your data

We will use your data to register you and/or your organisation as a member of the University Museums Group and to send you information about University Museums Group activities and annual subscription renewal.

We are processing your data for this purpose only because you have given us your consent to do so, by ticking the 'I've read and agree with the [Privacy Policy](#) and the [Terms & Conditions](#)' box when you create an account in the LoveAdmin 'JoinIn' system. You can withdraw your consent at any time by contacting the membership secretary at catriona.wilson@ucl.ac.uk. In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

Who has access to your data?

Access to your data within the University Museums Group executive committee will be provided to those who need to view it as part of their work in carrying out the purposes described above.

In their capacity as 'data processor' LoveAdmin's privacy statement on access to your data can be viewed at <https://loveadmin.com/privacy-policy/>

Retaining your data

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

Security

Your data will be held securely in accordance with LoveAdmin's policies and procedures. Further information is available on LoveAdmin's privacy page <https://loveadmin.com/privacy-policy/>

Where we store and use your data

We store and use your data on LoveAdmin where it can be accessed in electronic form by University Museums Group executive committee's membership secretary, executive assistant, and treasurer using their personal computers / premises.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, [when we communicate with you using a cloud-based service provider that operates outside the EEA such as [Survey Monkey/MailChimp/Eventbrite/etc].

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

Your rights

Information on your rights in relation to your personal data are explained [here](#) .

Contact

If you wish to raise any queries or concerns about our use of your data, please contact the UMG membership secretary at catriona.wilson@ucl.ac.uk.

University Museums Group Executive Committee

November 2024.