

United Nations Association UK

PRIVACY NOTICE

Last updated May 2018



United Nations Association UK (the "UNA UK") is committed to protecting and respecting your privacy. This Privacy Notice explains the types of personal information we collect, how we use that information, who we share it with and how we protect that information.

Please read the following carefully to understand our views and practices regarding your personal information, and how we will treat it.

1. Who we are

For the purposes of applicable data protection laws, the data controller is United Nations Association - UK, 3 Whitehall Court, London, SW1A 2EL, registered company number 07824306 and registered charity number 1146016. Please see below for our contact details.

2. Information covered by this Privacy Notice

This Privacy Notice covers all personal information collected and used by the UNA UK. "Personal data" or "personal information" means information that (either in isolation or in combination with other information held by us) enables you to be identified as an individual or recognised directly or indirectly. This includes the types of information set out below.

3. What information do we collect from or about you?

We may collect information about you from the following sources:

3.1 Information we receive from you:

We may collect personal information (such as your name, postal address, date of birth, bank details, preferred ways for us to contact you, and email address) that you provide to us when you:

- become a member of UNA UK;
- support our work;
- attend one of our events;
- request to receive updates or communications from us;
- engage with us on social media;
- contact us with a query;
- enter a survey or competition; or
- subsequently correspond with us
- participate in an online campaign action such as a petition.

3.2 Information we collect about you:

When you visit our website we automatically collect the following technical information:

- Technical information, including your IP address, browser type and version, device identifier, location and time zone setting, browser plug-in types and versions, operating system and platform, page response times, and download errors;
- Information about your visit, including the websites you visit before and after our website;
- Length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouseovers) and methods used to browse away from the page.

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If you are a member of a Local UN Association (UK organisations in local communities and universities which share the same charitable objectives as UNA-UK) ("**Local UNA**"), we may receive your contact data from your Local UNA if you have requested this (e.g. because you would like to sign up as a member of UNA UK), or if you have notified them about a change of your personal details (See "**who may use your personal data?**" below for more information).

4. How do we use your personal information?

We use your personal information:	How do we use personal information for this purpose?	What is the legal basis for us processing your information in this way?
To process your donations or subscriptions.	We will process personal information such as name, email and postal address and bank details to process and acknowledge any donations you make to UNA UK or to process your membership subscriptions or membership renewal.	It is necessary for our legitimate interests to use your personal information to process any payments from you, such interest being that we would be unable to effectively pursue our charitable objectives without your financial support.
To deal with any enquiries from you and other such correspondence.	We will need to use your personal information such as your contact details and information about your membership to communicate with you and assist with queries.	It is necessary for our legitimate interests to use your personal information to communicate with you, such interest being that we would be unable to effectively pursue our charitable objectives without your support and so we would like to assist you in any way we can.
To inform you about our work, including inviting you to our latest campaigns and events (provided you have consented to this).	We will need to use your personal information such as your contact details and information about your membership in order to inform you of our activities.	We will only send you these types of communications with your consent. You can unsubscribe at any time.
To conduct profiling of our supporters and members	We combine information we receive and collect (e.g. from your browsing behaviour, confirmation of preferences provided by you) to understand your interests and preferences, so that we can provide you with information and invitations which are tailored to those interests and preferences. This use of profiling will result in you receiving more targeted and relevant information, (for example, we may send you supporter information in the area of our work/ campaigns you most want to be involved in.)	The processing is necessary for our legitimate interests to provide members and supporters with tailored information and invitations suited to their interests and preferences. Alternatively, for certain types of profiling, we may rely on your consent, which you can withdraw at any time.



We use your personal information:	How do we use personal information for this purpose?	What is the legal basis for us processing your information in this way?
To analyse and improve the activities, services and information offered by the UNA UK website	We collect technical information, such as your IP address, operating system and platform or conduct surveys of your experience on our website.	It is necessary for our legitimate interest to ensure that content on the website is presented in the most effective manner for you and your computer for the purposes of running the charity and attracting additional supporters.
For the purpose of keeping internal records	We will keep records of your personal information, such as your name, address, membership details and marketing preferences in order to administer the charity. We will also keep your contact details on record in case we need to provide you with any information in relation to your membership or support of UNA UK.	It is necessary for our legitimate interest to keep records of your personal details and any correspondence with you; our supporters and members are important to us and so we need to keep track of your details and preferences.
To comply with legal requirements	We may need to process personal information for example for tax or financial reporting requirements or requirements in relation to claiming gift aid.	We are required to process personal information for the purposes of complying with legal requirements to which we are subject.
Process your personal information where this is necessary to keep our website safe and secure.	We need to process your personal information in order to keep our website safe and secure and protect against illegal or fraudulent activity such as cyber attacks.	It is necessary for our legitimate interests to monitor how our website is used to detect and prevent fraud, other crimes and the misuse of our website, and to ensure that supporters can safely use our website.
Keep an up to date suppression list where you have asked not to be contacted, so we do not inadvertently re-contact you.	We understand that you may prefer for us not to contact you with details of our work and events. We keep records of your preferences to ensure that we do not contact you if you have asked us not to. We need to process certain of your personal information (such as your name and email address) in order to do this.	We are required to process personal information for the purposes of complying with legal requirements to which we are subject.

Where we rely on the justification that the processing of your personal data is necessary for our legitimate interests, we will perform a balancing test to ensure that such legitimate interests in each case are not overridden by your interests nor your fundamental rights and freedoms.



5. Who may use your personal information?

Your personal information intended for UNA UK, will be shared with third parties in certain circumstances.

We may share your personal information with the following third-party organisations:

5.1 Local UNAs

With your consent, we share your personal information with Local UNAs via supporter and membership lists, in order to connect you with the activities of that group. For a list of all Local UNAs with which we may share your information please see [<https://www.una.org.uk/localUNAs>]. When you become a UNA-UK member, you will be asked to consent to us sharing your personal information with Local UNAs, and if you agree, you are also signed up as a member of the Local UNA in your local community, if there is one. For example, if you live in Coventry and sign up to be a member of UNA-UK, you will also become a member of UNA Coventry if you have consented to us sharing your details with your nearest local UNA group.

In addition, Local UNAs may sign up new members to the Local UNA who are not members of UNA UK ("**Local UNA Members**"), for example, a university local UNA may sign up new members at university freshers' fairs. Local UNAs may inform new Local UNA Members about the possibility of joining UNA UK and, if the member has requested this, will pass on Local UNA Member details to UNA UK. However, Local UNA Member data will not automatically be shared with UNA UK.

5.2 Other charities, voluntary bodies, universities, UK-based embassies and high commissions

We may share your personal information with other charities, voluntary bodies, embassies and high commissions when collaborating with these bodies on an event, in order to send out invitations, notifications and to manage a guest list. This process will be managed on one of two ways. Either we will send out invitations, process responses, and provide the external organisation with a guest list on the day; or we will provide the external organisation with an invitation list drawn from our database from which they will send out and monitor invitations and compile their own guest list. When personal details are shared for this purpose, we will seek assurances from the third party that the information UNA-UK provides will be used solely for the purposes of the joint enterprise and will not be stored or held any longer than is absolutely necessary for the successful execution of the enterprise.

5.3 Our Service Providers

We use other companies agents or contractors ("**Service Providers**") to perform services on our behalf to assist us with administering the charity and meeting our charitable objectives. For example, we may engage Service Providers to provide mailing and distribution services, such as (i) Romax, a mailing house, which disseminates our magazine to our members and to advocacy targets on our database who are tagged to receive the magazine, (ii) Witan Media, a publisher which disseminates up to three reports a year to people on our database tagged as being part of diplomatic, governmental and advocacy organisations and (iii) Lloyds Direct Debit Bureaux which provides our direct debit processing service. We may also share attendee information with our event organisers.

In the course of providing such services, these Service Providers may have access to your personal information. However, we will only provide our Service Providers with the information that is necessary for them to perform the services, and we ask them not to use your information for any other purpose. We will always use our best efforts to ensure that all the Service Providers we work with will keep your personal information secure.



5.4 Third parties permitted or required by law

In certain circumstances, we may be required to disclose or share your personal information in order to comply with a legal or regulatory obligation (for example, we may be required to disclose personal information to the police, local or foreign regulators or to judicial or administrative authorities).

We may also disclose your personal information to third parties where disclosure is both legally permissible and necessary to protect or defend our legal rights (including our rights under contracts) , or protect your rights or those of the public.

Any personal information held by us and any third party will be treated as confidential. We will not sell your personal information to third parties.

6. Where we store your personal information

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Union and/or European Economic Area ("**EEA**") (for example, in the USA). It may also be processed by staff operating outside the EEA who work for us or for one of our Service Providers.

Some countries where recipients are located already provide an adequate level of protection for this data and transfers to other countries such as the USA may be protected under the EU-US Privacy Shield. If recipients are located in other countries without these protections, UNA UK will take all necessary measures to ensure that transfers out of the EEA are adequately protected as required by applicable data protection law. This will include using appropriate safeguards such as the EU Standard Data Protection Clauses.

7. Your rights (people in the EEA only)

If you are in the European Economic Area, you have certain rights under data protection laws. In order to exercise any of these rights, please contact us at the contact details set out under section 8 of this Notice ("**Contacting us**").

Your right to access the information we hold about you

You can request access to the information we are processing about you. For your own privacy and security, in our discretion we may require you to prove your identity before providing the requested information. If you require multiple copies of your personal data, we may charge a reasonable administration fee.

Your right to have your information corrected

You have the right to have incomplete or inaccurate personal information that we process about you rectified.

Your right to have your personal information deleted

You have the right to request that we delete personal information that we process about you. However, we are not obligated to do so in situations where we would need to retain such data in order to comply with a legal obligation or to establish, exercise or defend legal claims.



Your right to restrict our processing of your personal information

You have the right to restrict our processing of your personal information where you believe such data to be inaccurate, our processing is unlawful or that we no longer need to process such data for a particular purpose, but where we are not able to delete the data due to a legal or other obligation or because you do not wish for us to delete it.

Your right to object to us processing your personal information

Where the legal justification for our processing of your personal information is our legitimate interest, you have the right to object to such processing on grounds relating to your particular situation. We will abide by your request unless we have compelling legitimate grounds for the processing which override your interests and rights, or if we need to continue to process the data for the establishment, exercise or defence of a legal claim.

Your right to have your personal information transmitted to another organisation

You have the right to obtain personal information we hold about you, in a structured, electronic format, and to transmit such data to another data controller, where this is (a) personal information which you have provided to us, and (b) if we are processing that data on the basis of your consent or to perform a contract with you (such as to administer your account).

You have the right to withdraw your consent

If you have consented to our processing of your personal information, you have the right to withdraw your consent at any time, free of charge. This includes cases where you wish to opt out from communications that you receive from us or change your preferences.

Making a complaint

We would be happy to address any concerns you have directly and as a first port of call. Should you have a need to escalate your complaint, you have the right to lodge a complaint with a local data protection authority in the EEA if you believe that we have not complied with applicable data protection laws.

The address for the UK data protection authority is as follows:

Information Commissioner's Office
Wycliffe House
Water Lane, Wilmslow
Cheshire, SK9 5AF

Tel. +44 1625 545 745
e-mail: international.team@ico.org.uk
Website: <https://ico.org.uk>

8. Contacting us

If you have any questions or concerns about how we treat your personal information, you wish to exercise any of the rights set out in section 7 ("**Your Rights**") above or you would like to request a copy of our Retention Schedule, please contact us at info@una.org.uk, call us on 02077663454 or write to us at:

UNA – UK
3 Whitehall Court
London
SW1A 2EL



Please include your reply address when you write to us.

9. How long do we keep your personal information?

Your personal Information is stored by us and/or our service providers, strictly to the extent necessary for the performance of our obligations and strictly for the time necessary to achieve the purposes for which the information is collected, in accordance with applicable data protection laws. When we no longer need to use your information, we will remove it from our systems and records and/or take steps to properly anonymise it so that you can no longer be identified from it (unless we need to keep your information to comply with legal or regulatory obligations to which we are subject). For further information, please contact us using the methods set out above to request a copy of our Retention Schedule.

10. How do we keep your personal information secure?

Any personal information which is collected from the date this Privacy Notice comes into force will be collected via a secure server. The secure server software encrypts the information provided before transmitting it to us. UNA-UK's website server is hosted by a UK-based data centre that is ISO27001 registered and imposes a strict security regime. Historically, your personal information may have been collected in hard copy and any such information is held securely in physical storage units with appropriate security restrictions, preventing damage, and unauthorised access to your personal information.

11. Changes to this Privacy Notice

We may update this Privacy Notice from time to time in response to changing legal, regulatory or operational requirements. We will notify you of any such changes (including when they will take effect) by posting an alert on the homepage of our website.