



## **Privacy Policy**

We take your privacy and your rights to your data extremely seriously. This is our Privacy Policy and our pledge to never misuse your data.

## **Who We Are**

We are SEEC (Southern England Consortium for Credit Accumulation and Transfer), registered charity number 298544.

## **What Information We Store**

The data we store can include:

- Name
- Email Address
- Job Title
- Institution/Employer
- Website
- Work Address
- Phone Number
- Mobile Number
- Interest in Credit Practice

## **How We Obtain Information**

We obtain the information via personal contact, email enquiries, newsletter sign up forms, event registrations, and membership forms.

## **Sharing Of Information**

We do not share your information with any third parties. We use Eventbrite for event registrations and MailChimp for email newsletters and these systems are password protected and secure.

## **How We Store Your Information**

We may store your information within our password protected systems for administration of our activity including accounts (for members and event delegates), newsletter distribution, membership, and customer relationship management.

## **How We Use Your Information**

We use your information to communicate with you if you are a member or if you have requested to receive news from SEEC. We will normally contact you via email.

## **In Case Of A Data Breach**

Should we discover a data breach we will contact the relevant people within 24 hours. A third-party supplier will be instructed to investigate the breach and the relevant authorities advised.

## **Contacting Us**

Should you wish to access the information that we hold on you please email [avgarrod@seec.org.uk](mailto:avgarrod@seec.org.uk) and we will provide you with the details within 5 working days.

Should you wish us to delete your data from our systems please email [avgarrod@seec.org.uk](mailto:avgarrod@seec.org.uk) and we will complete your request within 5 working days.

If you have any questions regarding our privacy policy please email [avgarrod@seec.org.uk](mailto:avgarrod@seec.org.uk) .