

Privacy Notice of the Staff and Educational Development Association

Introduction

We ensure that we comply with all applicable data protection laws when handling your information. Your personal data will be processed in accordance with the General Data Protection Regulation 2016/679 of the European Union and the Data Protection Act 2018. We require all subcontractors similarly to comply.

When we say 'we' or 'SEDA' we mean the Staff and Educational Development Association, Woburn House, 20-24 Tavistock Square, London, WC1H 9HF. SEDA is a registered charity (1089537) and a limited company (3709481). SEDA is the controller of your personal data.

SEDA's administration is provided by the Association of Commonwealth Universities (ACU) and the ACU is therefore a processor of your personal data.

If you have any questions about this Privacy Statement, please contact office@seda.ac.uk.

Legal basis for processing

The legal basis for processing your data is SEDA's legitimate interests.

Legitimate interests

SEDA's legitimate interests are the provision of services to its members and the wider community of educational developers, with the aim of improving teaching and learning in higher education for the benefit of individuals and society.

How we collect your personal information

There are several ways we may collect information about you. These include:

- When you sign up for membership or fellowship of SEDA
- When you register for one of our events or courses
- When you submit an application for a grant or a conference proposal
- When you order one of our publications/subscribe to our magazine
- When you act as a programme leader for a SEDA-accredited programme at your institution, or complete such a programme
- When you join one of our committees
- When you are engaged by us to act as a mentor, assessor, accreditor, tutor, consultant etc on one of our programmes
- When you enquire about our activities.

What information we collect

Some examples of the type of information we may collect about you are:

- Name
- Date of birth (for trustees only as a result of Companies House and Charity Commission requirements)
- Job title and institution
- Postal address
- Telephone number(s), email address(es) and Skype or other web-based platform IDs
- Dietary, accessibility and mobility information

- Photographs and digital images of you if you attend our events
- Your bank details if we make payments to you
- Records of the SEDA activities you have engaged in, e.g. event attendance, course participation, committee membership, fellowship CPD engagement, copies of certificates awarded
- Records of any payments we have received from you or made to you
- Records of your correspondence with us (whether email or hard copy)
- Documents submitted in connection with SEDA Fellowship applications, e.g. CVs (for a limited time only)
- Application documents for roles (paid and unpaid) within SEDA, e.g. committee member, external examiner, course tutor.

How we use your information

How we use your personal information will largely depend on why you are providing it. We may use your information in the ways set out below.

- To effectively deliver a product, service or opportunity which you have requested, including the processing of payments
- To let you know about any relevant changes related to a product, service or opportunity you have requested
- To add your email address to relevant email list serves, e.g. all members will be subscribed to SEDA-MEMBERS@JISCmail.ac.uk
- To look into, and respond to queries, complaints or other issues
- To keep a record of our interactions with you
- To carry out statistical analysis and research in order to help us to understand how we are performing and how we can improve our services
- We may also use your personal information for other purposes, which we will specifically notify you about and, where required, obtain your consent.

Communicating with you

Our main means of communicating with our members, fellowships and committee members, as well as the wider community of educational developers, about our activities and opportunities is through various JISCmail email list serves. You will automatically be signed up to these list serves as necessary. You will be able to unsubscribe from them at any point but this will result in you no longer receiving important information about your membership/fellowship. All but the wider community list (SEDA@JISCmail.ac.uk), are private lists, which only the members can post to and view the list archives. We cannot be held responsible for the privacy of information collected by JISCmail. For further information see: <http://www.jiscmail.ac.uk/>.

In addition, if you have engaged with SEDA previously, e.g. attended an event or become a member, then we may occasionally invite you to participate in other SEDA activities. Such invitations will contain information about how you can opt out of future communications.

Who we share your information with

We will never sell your personal information to any third parties, but sometimes we share your personal information with service providers who are contracted or authorised to act on our behalf, e.g. course participants' details will be uploaded to our online learning system.

We may also share your information with SEDA committee members and consultants (e.g. course leaders), to enable them to undertake their role.

Privacy and other websites/applications used by SEDA

Links: The SEDA website may include links to other sites, not owned or managed by us, e.g. LinkedIn. We cannot be held responsible for the privacy of information collected by websites not managed by us.

Accessing and updating your information

You have the following rights:

- To be informed, which is the purpose of this Privacy Notice
- To obtain a copy of your own personal data. There is no fee for this unless you make repeated requests for the same data. We will provide your data as soon as possible
- To have your personal data rectified if it is inaccurate or incomplete - at most within one month
- To have the processing of your data restricted or stopped if you contest its accuracy, or have grounds to object to its processing. In such cases processing will be restricted until the matter is resolved. We will inform you of that resolution.

How long we retain your information

SEDA has a retention policy covering all areas of its operation. Decisions about retention of personal data are based on the following principles.

1. Short term requirements - to have enough information to be able to carry out current and ongoing work as well as resolve queries and complaints, some of which may be historic. This involves retaining all documentation and data for a limited time period, generally of 2-3 years
2. Long term requirements – to retain a history of the organisation’s various schemes and activities and to have a back-up for key data which is stored in SEDA’s database. This involves retaining certain data in perpetuity
3. Legal requirements – to comply with HMRC rules, which involves retaining certain financial data and documentation for seven years.

If you wish to see a copy of SEDA’s retention policy please contact office@seda.ac.uk.

Your right to complain

To complain about the way we have processed your personal data, you can contact the Information Commissioner’s Office, the statutory body which oversees data protection law – www.ico.org.uk/concerns; email: casework@ico.org.uk

Changes to the policy

We may change our privacy policy from time to time so please check back periodically.

Version Control			
Version	Date issued/updated	Author/updater	Summary of changes
1.0	25 th September 2018	Roz Grimmit	N/A