

Customer Privacy Statement of the Regional Studies Association

The privacy and security of your personal information is extremely important to us

This privacy policy explains how and why we use your personal data.

We'll never sell your personal data.

We only share your personal data with third party organisations and individuals in the regional studies community, when it's necessary, as described below and only if the privacy and security of your data can be assured.

Who are 'we'?

In this policy, whenever you see the words 'we', 'us', 'our', 'Regional Studies Association', this refers to The Regional Studies Association which is registered as a charity in the UK (charity number 1084165). We are also a company limited by guarantee (company registration number 04116288).

The Regional Studies Association is a leading international learned society in the field of regional studies. It was established to promote education in the field of regional studies, by the exchange of ideas and information and to stimulate and aid studies and research into regional planning, development and functions and to disseminate the results of such research.

Our address is:

Sussex Innovation Centre
Falmer
Brighton BN1 9SB

If you have any questions in relation to this privacy policy or how we use your personal data, please direct these to the above address or use the contact details shown on our website:

www.regionalstudies.org/about/contact/

What personal data do we collect?

We'll only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation (GDPR) (from 25 May 2018)/UK Data Protection Act and Privacy of Electronic Communication Regulation (PECR).

Personal data provided to us will be used for the purpose or purposes outlined in any fair processing notice in operation at the time of collection or registration where appropriate, and in accordance with any preferences you express.

The reasons we process your data depend on the nature of our relationship with you, and how you interact with us.

You may have different relationships with us, which have different data collection methods and permissions (for example you may be a member, conference delegate and grant applicant).

We do not collect bank or credit card details. All payments made via our website are through the third-party payment processor Worldpay. Worldpay only share limited details with us (confirmation that the card payment has gone through, the ID number of the customer, and the order and invoice number of the customer).

Occasionally we may accept a card payment over the telephone which is processed through a card terminal in our office. In this case, we keep written details of the card payment in a secure locked location. The three digit CCV number is physically destroyed once the card terminal receipt has been issued.

Members

Legal basis for processing

The legal basis for processing membership data is legitimate interest. We will communicate with you about your membership of our community and the associated benefits. This may include (but is not limited to) information about forthcoming conferences, events and grant and other funding opportunities as well as information about publications.

We collect information including personal data (information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address). This information is collected and used by the Regional Studies Association and is only shared with the parties shown below.

We'll only ask for the personal data that we need to process your membership and deliver your membership benefits.

We may need to ask for additional information to verify your eligibility if you wish to claim certain discounts on your membership fee – for example, evidence that you are a student or early career researcher, or resident in a particular territorial membership band.

When you sign up for membership, you may add optional information to your profile on the RSA expert register, which is then visible to and searchable by other members. Members find this is a valuable resource for networking with other researchers in the community particularly as part of a research partner search. If you do not want to share your details in this way, then you may leave these fields blank and/or opt out so that your details are not shared.

Email communication

Under the PECR regulations and new definition of consent under GDPR, we need to ask you for specific opt-in consent to email communications, when you sign up or renew as a member, even if you have already given consent in the past. If you do not give this consent, then we will only provide you with the basic membership services (such as printed journals by post) and we may not be permitted to send you newsletters, information about conferences, events and funding opportunities. We also will not be permitted to send you information once your membership expires.

Shared information

We share your contact details with our publisher, Taylor and Francis (Informa). Taylor and Francis may in turn share this limited data with their distribution third party contractor as they need this information to distribute the journals that are included in your membership.

If you no longer want us to hold or process your data, you can opt out, or ask us to remove your data. If you ask us to remove all your data, we will remove all personal details, leaving only anonymised data in our systems. This will mean that you will not receive all the benefits that you have paid for.

We will communicate with you for a limited time when your membership is about to expire and after your membership has expired, to give you the opportunity to renew your membership and to continue to enjoy the membership benefits.

Former members will continue to receive email communications from the Regional Studies Association for up to two years based on our legitimate interest.

Conference Delegates

Legal basis for processing

The legal basis for processing conference related data is legitimate interest. We will communicate with you about your conference booking and anything relating to the event and any abstracts, papers or related materials submitted. We may also send you post-conference feedback questionnaires (and information about future conferences that are likely to be of interest if you have given your consent to email marketing).

We will always give you the option to “opt out” of future communications.

What data do we hold?

We collect information including personal data (information which identifies you, or which can be identified as relating to you personally for example, name, address, phone number, email address). We may also need personal information such as any special dietary requirements.

We'll only ask for the personal data that we need to process your place at the conference, for example to book your food print your name badge and your attendance certificate and to process your conference payment.

We may need to ask for additional information that verifies your eligibility for conference discounts for example, evidence that you are a student or early career researcher, or resident in a particular territorial membership band.

Email communication

Under the PECR regulations and new definition of consent under GDPR, we need to ask you for specific opt-in consent to email communications, when you sign up to a conference (if you have not already given this in an existing profile). If you do not give this consent, then we will only provide you with specific conference information and we may not be permitted to send you newsletters, information about future conferences, events and funding opportunities.

We will always give you the option to “opt out” of future communications at any time

Conference and event participants will continue to receive email communications from the Regional Studies Association for up to two years based on our legitimate interest.

Grant applicants

We offer a wide range of individual and group grants, bursaries and support for research networks.

Legal basis for processing

The legal basis for processing this information is Contractual, and in accordance with the grant guidelines, terms and conditions and contract.

What data do we hold?

If you apply for funding for grants (EC, FeRSA, MeRSA), we will ask for personal data, including contact details, RSA membership number, name of higher education institution, details of the research project including timings, details and objectives of the research, and a brief overview of costs and budget. The shortlisted applicants are then asked for application forms, a summarised CV and a Higher Education Institution letter of support, a research plan and proof of their PHD certificate.

If you apply for a travel grant, we ask you to complete an application form and send any documents in support of your application.

If you nominate yourself, or someone nominates you for an award we will ask for a completed award nomination/application form. This asks for personal contact information for both candidate and nominator, and a fully referenced piece of work in English.

If you apply for a conference bursary, we will ask for

Shared Information

All grant applications are considered by our Research Committee of academics/researchers in the Regional Studies community including staff and trustees of the RSA and other partners as shown on our website and in our annual trustees report.

<http://www.regionalstudies.org/about/committee/research-committee>.

Awards are considered by our Awards committee

All information is kept securely, and only used for the purposes of considering eligibility and scoring for the grant/award applied for.

Marketing communications – current RSA contacts

Legal Basis for processing

The legal basis for general marketing by email is now consent and this consent has to be opt in (rather than being offered opt out clauses), it must also be specific and freely given.

Over the years we have collected contact information about people who have attended RSA events, and events where RSA is a partner. We have used these details to send marketing information.

If you are currently on our database then under the new GDPR legislation, we will need your consent to continue to send you marketing information by email. We will ask you to update this consent during May 2018.

This could include information about journals and other publications, conferences and events, or funding opportunities. If you wish to continue to hear from us, please make sure you opt in to your profile and opt in to marketing information.

If you choose to opt in, we will try to send you only information that is relevant to you.

If you do not opt in, or you tell us you don't want to receive marketing communications, then you may not hear about events or other work that we do that may be of interest to you. You can change your marketing preferences at any time.

Marketing communications – new contacts

Legal Basis for processing

The legal basis for general marketing to new contacts is consent once the first contact has been made.

When we are organising a conference in a new territory, or on a new theme, we will often do research to find individuals and organisations that may be interested in attending, speaking at, or funding one of our events.

We never buy or sell lists of contacts. We only research individuals from data that is publicly available, or from personal recommendations.

We also may meet people at events organised by us, or other organisations, and wish to communicate with them.

Once we have identified potential contacts (and within thirty days of identifying their details), we will contact them, giving them details about our organisation, and our interest in them. We will clearly state where the contact details were sourced, and we will give the contact a copy of our privacy statement. We will ask the contact for consent to process their data, or to continue to contact them. If they do not respond then we will cease communications.