

## Privacy Policy

**The Society for Longitudinal and Lifecourse Studies (SLLS) is committed to protecting your privacy.**

The Society for Longitudinal and Lifecourse Studies (SLLS) is a Registered UK Charity: Number 1144426.

If you have any questions about your privacy or this Privacy Policy, please write to:

SLLS

6 New Exeter Street

Chudleigh, Newton Abbot

Devon

TQ13 0DB

United Kingdom

Email: [info@slls.org.uk](mailto:info@slls.org.uk)

Or call us on +44 (0)1626) 683101

The Society for Longitudinal and Lifecourse Studies (SLLS) take your privacy very seriously and will always do our best to protect your personal information. In this Privacy Policy we will tell you what information we collect and how we use it. If anything is unclear, please let us know.

One of the most important things to say is that we never sell or exchange your personal information with other organisations for marketing purposes.

Please note also that you are in control of how we might hold or use your personal information - see below for more details.

For the purposes of this Privacy Policy "Data Protection Legislation" means EU Directive 95/46/EU, and from 25 May 2018 the General Data Protection Regulation (2016/679), and the UK Data Protection Act 1998.

### How we collect information

We will collect information about you when:

- you make a donation, become a member, join our mailing lists, or enquire about an event or the work we do.
- sign up to receive updates on our activities

- you post on our social media sites like Facebook and Twitter. Depending on your privacy settings or the privacy policies of these sites, you might give us permission to receive information about you from them
- you volunteer for the SLLS
- you take part in one of our events or fundraise for us or enquire about doing this
- you contact us through the following channels: online, email, phone, social media or by post.
- you visit our website. As you navigate through our website certain technical information is gathered, using various technologies and means, without you personally providing this to us. Please see our cookie policy for more information on this.
- We may also collect personal information about you from the public domain, such as from company/institution websites and news archives.

### **The types of personal information we might hold about you**

- Your name, institution name and address, home address, email address and phone numbers
- Your date of birth
- Your previous donation history
- Your previous membership history
- Your tax status if you have given us permission to claim Gift Aid or told us you are not eligible (UK only)
- If you are taking part in an event we may also collect medical information, passport details and emergency contact details
- Where it is appropriate, we may ask your specific interests relating to our work

### **Using your personal information**

We will use your information (see how we collect your information above) for the following purposes when it is in both yours and our legitimate interests to do so.

- To provide you with the service or information you have requested
- If you sign up for an event, we will keep in touch with you regularly in the lead up to the event to ensure you have all of the details you need for taking part. We will also contact you after the event to get your feedback
- To administer your donations, including Gift Aid processing
- To tailor internet and social media advertising according to your interests, preferences and the way you have used our website, Facebook or Twitter pages
- To send you mailings about news items, upcoming events and newsletters.

With your consent we may also:

- email with updates on events, new appeals, other SLLS news and opportunities to take part in surveys or research

Your consent will be valid for at least six years, unless you tell us otherwise. If you do not open our emails during a six-year period, we will assume we no longer have consent to contact you in this way.

We use external organisations to collect and/or process your personal information on our behalf. By agreeing to this Privacy Policy you are giving us a general written authorisation to do so in relation to the third parties listed below:

- Group Spaces (working groups/membership software) – [Privacy Policy](#)
- Wix (website software) – [Privacy Policy](#)
- 123 Form Builder (electronic form builder) – [Privacy Policy](#)
- Microsoft 365 (Word, Excel, Outlook, OneDrive) – [Privacy Policy](#)
- Google Analytic (website analysis) – [Privacy Policy](#)
- PKP (LLCS Journal) – [Privacy Policy](#)

This list is current as at the date of this Privacy Policy but may change from time to time as we look to work with partners who provide a great service and a good price. We will ensure that any future changes to this list are reflected in this Privacy Policy.

### **How long we keep your information for**

We will hold your personal information on our systems for as long as is necessary for the relevant activity, for example we will keep a record of any donations you have made or your membership status for up to six years.

We do not store customer credit card details nor do we share customer details with any 3rd parties.

If you tell us you do not consent to receive our marketing, we will keep a record of your contact details to enable us to remove you from any contact lists now and in the future.

### **How do we protect your information?**

We implement appropriate technical and organisational security measures to protect your information and keep it confidential, including SSL technology, encryption and firewalls.

### **You are in control**

- You can change your mind about the consent you have given us for our marketing activities at any time.
- You can ask us to stop using your information for any of the purposes listed above at any time.
- You can request to see the information we hold about you at any time and ask us to correct, delete or restrict it. Please note, there may be a small charge to cover administrative costs if you make multiple requests.
- You also have the right to ask us to move, copy or transfer the information we hold about you from our own IT environment to another of your choosing, in a safe and secure way.

Simply write to SLLS, 6 New Exeter Street, Chudleigh, Newton Abbot, Devon, TQ13 0DB, United Kingdom. Alternatively, you can email [info@slls.org.uk](mailto:info@slls.org.uk) or call us on +44 (0)1626 683101.

To check and/or change your preferences about how you would like us to contact you, you can email us at [info@slls.org.uk](mailto:info@slls.org.uk)

If you are not happy with the way we have processed your data you can make a complaint to us at [info@slls.org.uk](mailto:info@slls.org.uk) And if you aren't happy with our response, you have the right to lodge a complaint with the UK's Data Protection Authority - the [Information Commissioner's Office](#). Alternatively, you can [go directly to them](#).

### **Changes to this Privacy Policy**

This policy will be reviewed at least annually. The next review is planned for **April 2019**. If we make significant changes we will publish them clearly on our website or contact you directly with more information.

### **Data Protection Officers**

Society for Longitudinal and Lifecourse Studies (SLLS): Cat Westlake [cwestlake@slls.org.uk](mailto:cwestlake@slls.org.uk)  
Longitudinal and Lifecourse Studies International Journal (LLCS) Sarah Jeal [sjeal@slls.org.uk](mailto:sjeal@slls.org.uk)

*Policy updated May 2018*