



## SLSA Privacy Policy

The Socio-Legal Studies Association is committed to protecting your privacy and security. This privacy policy explains how and why we use your personal data and is intended to help ensure that you remain informed and in control of your information.

### Who are we?

The Socio-Legal Studies Association is a membership charity, which aims,

'To advance education and learning and in particular to advance research, teaching and the dissemination of knowledge in the field of socio-legal studies.'

The Socio-Legal Studies Association was formed in 1990 in the UK. It grew out of the Socio-Legal Group which for some years had provided an annual forum for socio-legal scholars to meet and disseminate their work. However, it was felt that there was a need for a more permanent organisational structure which would help to keep scholars in touch with each other, providing regular channels of communication and promoting and supporting the work of socio-legal academics.

We are classed under the **UK** GDPR regulations as a data controller. That means we decide how your personal data is processed and for what purposes.

The Socio-Legal Studies Association is a charitable incorporated organisation (registered charity number 1186333). Principal office: c/o Cardiff University, Sbarc Spark, Maindy Road, Cardiff, CF24 4HQ.

When we talk about “we” or “us” in this privacy policy we mean the members of the Board of Trustees of the Social-Legal Studies Association (SLSA), its staff, and authorised contractors.

### Why we collect information

We collect personal data to administer our activities, products, services, or grants and bursaries.

### What personal data do we collect?

We collect “personal data”, which is information that identifies a living person, or which can be identified as relating to a living person.

When we talk about “you” or “your” in this policy we mean any living person whose personal data we collect.

When we talk about “Members” and “Membership” we are referring to subscribing members of the SLSA.

## **1. Personal data we hold**

The SLSA will only hold data about its Members for the purposes of achieving its legitimate charitable objectives.

We collect data you provide to us, when you communicate with us, apply for membership, grants or prizes, sign up to receive communications from us, edit your profile details on the SLSA website, make a donation, volunteer, complete an EDI data collection form, or enter into a contract with us. For example, we may hold:

- personal details (name, age, gender, disability, ethnicity, sexual orientation, religion or belief, date of birth, email, address, telephone);
- financial information (such as credit/debit card or direct debit details, and whether your donations are gift-aided);
- your response to a special SLSA event or your intention to meet a member of our staff; and
- details of the ways in which you wish to be contacted by us.

Your activities and involvement with the SLSA will result in personal data being generated. This could include:

- details of your areas of interest and expertise;
- your attendance at special events;
- where you have asked us for information or written to us;
- your visits to our website;
- your purchasing and subscription history;
- how you’ve helped us by volunteering or by donating money to us;
- where you have applied for membership, a prize, or grant with us;
- participation in our online surveys.

The SLSA will store members’ data securely in electronic form, held by the Membership Secretary, and may use this information in the following ways:

- to process annual subscription payments;
- to distribute SLSA publications and news of events (in conjunction with the SLSA website and social media);
- to send out governance information including minutes and agendas;
- to update members’ information;
- to facilitate the production of publications;
- to help with fundraising;
- to monitor equality and diversity within the SLSA.

If you or act as referee for a grant or Membership application, or nominate someone for a prize, your details will be recorded (as will the nominee’s).

## **2. Personal data from third parties**

Occasionally, we may collect personal data about you (for example if you are particularly well known or influential) from the media and other publicly available sources. This may come from public databases (such as Companies House), news or other media.

## **3. Special category ('sensitive') personal data**

We do not normally collect or store special categories of personal data. However, there are some situations where we may need to do so. These may include, for example, if you work or volunteer with us or apply to do so, or if we need to know about any access, medical or dietary requirements you, or someone in your care, may have.

## **What is our legal basis for processing your personal data?**

Our lawful basis for processing your general personal data under article 6 of GDPR is as follows:

### **1. Consent of the data subject – We will directly ask for your consent to process data;**

- When you sign up to join our mailing list.
- When you register for membership of the SLSA directly on our website(s) or through paper forms.

### **2. Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract - We will collect and use your personal data in the following circumstances;**

- When you apply for any SLSA grant or bursary so that we can process your application and inform you of the outcome and make the relevant payment to you.
- When you make a purchase on our website(s) so that we can process your payment, confirm transaction details (typically via email) and arrange delivery of the goods and services.
- When you book tickets for events so that we can process your booking and any payments, arrange accommodation, and other activities.

### **3. Processing is necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject.**

- We will use your personal data to process and facilitate your membership of the SLSA.

## Disclosing and sharing your personal data

Whilst the SLSA will never sell data to any third parties, it uses third-party providers to deliver some of its services. The SLSA currently shares data with the following in furtherance of the activities specified above only:

- The Co-operative Bank PLC and Lloyds Bank PLC both process subscriptions and other purchases.
- Grammer Printers, Boughton Monchelsea, Kent (<https://www.grammerprinters.co.uk/>) for the purposes of newsletter distribution.
- Dataware Consultancy Centre Ltd. (SubscriberCRM) (<https://www.subscriber.co.uk/>) to manage our membership online database;
- Rocket Science Group, LLC (Mailchimp) for our email list communications.
- SAP, SE for general data collection through Qualtrics.
- Dropbox, Inc for database data storage.
- Sync.com Inc. for file storage including membership lists.
- Durham University for storing EDI data collection forms on the secure university server.
- The Mailing People for mailing the SLSA Newsletter.

Information is transferred to data processors securely, and we retain full responsibility for your personal data as the data controller. These activities are carried out under a contract which imposes strict requirements on our suppliers to keep your personal data confidential and secure.

We may share your personal data where required to do so for prevention of crime or for taxation purposes (for example, with the police, HMRC) or where otherwise required to do so by other regulators or by law (e.g. the Charity Commission, Companies House).

## Storage of Your Data

The SLSA is entirely based with the UK, although data may be stored worldwide. If an organisation outside the EEA provides data processing services for the society under contract, then it will be a requirement of such contracts that personal data be stored securely.

## Control of Your Data

We want to ensure you remain in control of your personal data and that you understand your legal rights, which are:

- the right to know whether we hold your personal data and, if we do so, to be sent a copy of the personal data that we hold about you (a “subject access request”) within one month.

- the right to have your personal data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- the right to have inaccurate personal data rectified.
- the right to object to your personal data being used for selective communications or profiling; and (where technically feasible) the right to be given a copy of personal data that you have provided to us (and which we process automatically on the basis of your consent or the performance of a contract) in a common electronic format for your re-use.

There are some exceptions to the rights above and, although we will always try to respond to any instructions you may give us about our handling of your personal information, there may be situations where we are unable to meet your requirements in full.

If you would like further information on your rights or wish to exercise them, please contact us via email at: [admin@slsa.ac.uk](mailto:admin@slsa.ac.uk) and/or at our principal office address: Socio-Legal Studies Association, c/o Cardiff University, Sbarc Spark, Maindy Road, Cardiff, CF24 4HQ

If you wish to make a subject access request, then you will need to provide proof of your identity (e.g. photocopy of passport, or photocard driving licence etc.), prior to your request being processed. If we hold any personal information about you, then we will supply you with a copy of this data, together with an explanation about why such information is held. All data access requests will be processed within one month of the receipt of all appropriate documentation, including proof of identity.

## Complaints

Should you have any complaints about how the SLSA has processed your data, please contact us in the first instance so that we can attempt to resolve any problem or query. However, you also have a right to contact or complain to the Information Commissioner's Office (ICO), who can be contacted at: <http://ico.org.uk>.

## Cookies

The SLSA website does not use cookies as a matter of course. If the use of cookies becomes necessary in the future, then individual consent will be requested from each individual website user.

## Links to External Websites

Our newsletter, website, and other material issued by the SLSA will contain links to external websites. We are not responsible for the content or functionality of any such websites. If a third-party website requests personal data from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by this privacy policy. We suggest you read the privacy notice of any other website before providing any personal information.

## Availability and Review of Privacy Policy

The current version of our privacy policy will always be posted on our website. We may amend this privacy policy from time to time to ensure it remains up-to-date and continues to reflect how and why we use your personal data.

Our privacy policy is subject to yearly review, at a minimum, with any changes subject to the approval of the Trustees of the SLSA. Any such changes will be noted at the yearly Annual General Meeting of the SLSA in the Report of the Data Protection Officer.

Any questions you may have in relation to this privacy policy or how we use your personal data should be sent to: [admin@slsa.ac.uk](mailto:admin@slsa.ac.uk)

## Change Record

Date of Change:	Changed By:	Comments:
17/09/2020	Colin Moore	Policy approved by the Trustees
18/01/2024	Emma Milne	Policy changes approved by the Trustees
19/02/2024	Emma Milne	Policy changes approved by the Trustees