

Privacy notice

During the course of conducting its affairs ASCL may hold personal information in respect of members, ASCL employees and other individuals connected with ASCL.

Under the Data Protection Act 1998, ASCL has legal obligations in respect of the personal information we hold about you. Some of this information will be regarded as "personal data". This notice is intended to tell you what you can expect when we collect information about you.

"Personal data" will cover basic details and will include details such as name, address, telephone number, trade union membership and information held about that person in files, etc.

ASCL also holds personal data (in electronic form) that enables us to take payment of subscriptions by direct debit: bank account numbers, sort codes name of bank account.

The Data Protection Act 1998 gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

The act works in two ways. Firstly, it states that anyone who processes personal information must comply with eight principles, which make sure that personal information is:

- Fairly and lawfully processed
- Processed for specific and lawful purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with the individuals' rights
- Secure
- Not transferred to other countries without adequate protection

Secondly, it provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

For some of our services, we need to collect personal data so we can get in touch or provide services to you. We always try to make sure the information we collect is correct and is not an invasion of your privacy.

Where ASCL does not directly provide the service, we may need to pass your personal data onto the people who provide the service. These providers are obliged to keep your details safe and secure, and use them only to fulfil your request. If we do wish to pass your sensitive personal data onto a third party, we will usually only do so once we have obtained your consent. Sometimes we are legally required to do so.

The ASCL will collect, store and use the information you provide in a manner that is compatible with the Data Protection Act. We will try to keep your information accurate and up to date and not keep it for longer than is necessary.

We will always try and keep your personal data secure, whether it is held on paper or electronically.

Your data will be available to ASCL employees and officials who are based at headquarters and around the UK. It may also be made available to other organisations where, ASCL uses the services of such organisations. These organisations will be contractually obliged to process your data in a secure and confidential manner in accordance with the Data Protection Act 1998.

We will also make your personal and professional contact details made available to our officials for the purpose of passing on information and seeking feedback in order to represent your views at meetings.

If you do not wish your personal contact details to be passed on to officials then please indicate this by ticking this box and returning this form to the ASCL membership department.

If you do not wish your professional contact details to be passed on to officials then please indicate this by ticking this box and returning this form to the ASCL membership department.

If you tick either box then please note that you may not be able to become aware of ASCL issues raised by officials, so your views may not be effectively represented at meetings.

We will also make your information available to our trading company 'Management and Professional Services (ASCL) Limited' for the purpose of booking you on to training courses/conferences and seminars at your request and to market such courses/conferences and seminars which we believe would be of benefit to you or your institution.

If you do not wish your details to be passed on to MAPS (ASCL) Limited then please indicate this by ticking this box and returning this form to the ASCL membership department.

If you tick the box then please note that you may not be able to book on to courses/conferences and seminars via the ASCL website nor receive valuable information about courses/conferences and seminars.

Under the Data Protection Act 1998, you also have the right to ask for a copy of your information for which there may be a small administrative charge and to request correction of any incorrect information.

If you would like to know more or have any concerns about how your information is being processed please contact:

Membership Office
Association of School and College Leaders
130 Regent Road
Leicester LE1 7PG
Tel: 0116 2991122 Fax: 0116 2991123
Email: info@ascl.org.uk