

Cleveland Institution of Engineers

<http://www.iom3.org/cleveland-institution-engineers>



Privacy Policy

The Cleveland Institution of Engineers (CIE) collects personal information via membership forms, requests to join the mailing list, and signing in sheets at meetings, which includes:-

- Name
- Employer's company name
- Profession
- Work e-mail
- Home e-mail
- Mobile Phone No.
- IoM3 membership status

What happens to the information:-

- The attendance sheets are scanned and .pdf copies retained on password protected computers, and backed up to a separate hard drive. These will be kept for the rest of the season, plus one year.
- The original paper copies are also kept for the rest of the season, plus one year.
- Requests to be added to the mailing list can be made by non-members, by giving their e-mail address to the Technical Events Officer.
- Names and E-mails are added to the mailing list on MailChimp® where permission is given. Individuals can unsubscribe from this list at any time. MailChimp's data policy can be found at → <https://mailchimp.com/legal/privacy/>
- Periodically, copies of this mailing list are downloaded onto an Excel spreadsheet and kept as a back-up on a password protected computer.
- Scanned copies of the attendance sheets are sent to IoM3. Their data protection policy can be found at → <http://www.iom3.org/privacy-notice>
- Membership forms are scanned and stored on a password protected computer. These are kept for as long as the person remains a member.
- The information is added to the member's database held on a password protected computer, and copied to a password protected iCloud account.
- The original paper forms are kept in a locked cupboard in the CIE office at the Materials Processing Institute for as long as the person remains a member.

What we do with it :-

- E-mail addresses added to the mailing list are used to send members and friends details of CIE and other Institutions' events. There is an unsubscribe button which will remove e-mail addresses from the list.
- E-mail addresses from membership application forms are used to contact applicants about their acceptance, and members about their subscriptions, or other membership matters.
- Anyone can request that their information be removed from all CIE records, and this will be done within 6 weeks.