



STUDENTS
ORGANISING FOR
SUSTAINABILITY
UNITED KINGDOM

SOS-UK PRIVACY STATEMENT NEWSLETTERS

Our contact details

Please contact us at hello@sos-uk.org if you have any questions regarding this privacy statement.

Introduction

This notice explains how Students Organising for Sustainability UK (referred to in this notice as we, us or our) collects and uses information about people who are [describe what data collection or processing is taking place e.g. registered to receive our newsletters].

This notice covers the following:

- What is personal information?
- How do we collect personal information?
- What information do we collect?
- How do we use your information?
- What is the legal basis that permits us to use your information?
- How do we keep your information secure?
- For how long do we keep your information?
- Your rights in relation to your information
- Complaints

What is personal information?

Personal information is any information that tells us something about you. This could include information such as your name, contact details, date of birth, medical information and bank account details.

How do we collect personal information?

We collect personal information about you when you register to receive our newsletter.

We use a third party programme called Action Network to deliver our newsletters. We use this programme to gather statistics around email opening and clicks using industry standard technologies. Action Network have their own [privacy statement](#).



What information do we collect?

The personal information we collect might include:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Online identifiers (for example IP address and information regarding what pages are accessed and when)

If you access our website through our newsletter, we (and the third party services acting on our behalf) use cookies and other tools (such as web analytics and pixel tags) to automatically collect information about you. These are subject to the terms and conditions of our website privacy notice and applicable data laws and regulations. The types of information collected automatically may include:

- Information about the type of browser you use
- Details of web pages you have viewed
- Your IP address
- The hyperlinks you have clicked.

How do we use your information?

We hold your details to:

- Communicate with you.
- Respond to your enquiry or request for information.
- To carry out research on the demographics, background and interest of our stakeholders, partners and users of our services. This is to get a better understanding of you and to improve our services.
- Tell you about the things you have told us you are interested in - if you have given us permission to inform you of relevant areas of interest.

What is the legal basis that permits us to use your information?

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- A. Your consent. You are able to remove your consent at any time. You can do this by contacting hello@sos-uk.org
- B. We have a contractual obligation.
- C. We have a legal obligation.
- D. We have a legitimate interest.

How do we keep your information secure?

Beyond Action Network, we do not share your data with anyone.

Within SOS-UK, we will ensure your information is secure and protect access to data and systems with the following security measures:

- Network and client Firewall security, virus checking and Malware updates and storage device control.
- File/Folder Access controls to lockdown and secure access to data
- Secure Access controls to servers and databases
- Strong password policy controls to device and systems
- Regular client, server and application level patching and security updates
- Encryption and password protection of confidential emails
- Regular Server, Database, Application and File/Folder Level Back-ups
- Secure removal before disposing of old computers and storage devices
- Systems Auditing and Monitoring and reporting controls
- Annual Systems Security Penetrate testing
- Secure and encrypted client access to SOS-UK systems

We will ensure access to personal information is restricted to employees working within our organisation on a need to know basis. Training will be provided to any employees working within the organisation who need access to your personal information to ensure it is secured at all times.

How long do we keep your information?

We only hold personal data as long as necessary. Your data will be stored in order to distribute our newsletters for as long as you remain subscribed. We carry out regular reviews of ‘bounce-backs’ and will remove contacts who are no longer in post from our subscriber list.

However, we may need to keep personal data on you even if you have requested no further contact. This is so that we can make sure we don’t contact you about an activity. For example, it means we won’t include you when we send promotional communications to people in a particular geographic area.

Your rights in relation to your information

You have a number of rights in relation to your personal information, these include the right to:

- be informed about how we use your personal information.
- obtain access to your personal information that we hold.
- request that your personal information is corrected if you believe it is incorrect, incomplete or inaccurate.
- request that we erase your personal information in the following circumstances:
 - if we are continuing to process personal data beyond the period when it is necessary to do so for the purpose for which it was originally collected;
 - if we are relying on consent as the legal basis for processing and you withdraw consent;
 - if we are relying on legitimate interest as the legal basis for processing and you object to this processing and there is no overriding compelling ground which enables us to continue with the processing;
 - if the personal data has been processed unlawfully (i.e. in breach of the requirements of the data protection legislation);
 - if it is necessary to delete the personal data to comply with a legal obligation.
- ask us to restrict our data processing activities where you consider that:

- personal information is inaccurate;
- our processing of your personal information is unlawful;
- where we no longer need the personal information but you require us to keep it to enable you to establish, exercise or defend a legal claim;
- where you have raised an objection to our use of your personal information.
- request a copy of certain personal information that you have provided to us in a commonly used electronic format. This right relates to personal information that you have provided to us that we need in order to perform our agreement with you and personal information where we are relying on consent to process your personal information.
- object to our processing of your personal information where we are relying on legitimate interests or exercise of a public interest task to make the processing lawful. If you raise an objection we will carry out an assessment to determine whether we have an overriding legitimate ground which entitles us to continue to process your personal information.
- not be subject to automated decisions which produce legal effects or which could have a similarly significant effect on you.

If you would like to exercise any of your rights or find out more, please contact hello@sos-uk.org

Links to other websites

Our newsletters and website may contain links to other websites run by other organisations. This privacy policy applies only to our website so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

Complaints

If you have any complaints about the way we use your personal information please contact hello@sos-uk.org and we will try to resolve the issue.

If we cannot resolve your complaint, you have the right to complain to the Information Commissioner in the UK.

The ICO's address:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>