

Association for Research in the Voluntary and Community Sector (ARVAC)
privacy policy
May 2018

Preservation of your privacy is important to ARVAC and we are committed to letting you know how we use your personal information and to making only responsible use of your data. ARVAC is committed to processing data in accordance with its responsibilities under the General Data Protection Regulations (GDPR).

1. Who we are

1.1 [ARVAC](#) is a charity registered in England and Wales (registered charity number 296762). ARVAC was founded in 1978 as a network for researchers in the voluntary and community sector. It provides information and training in research for and about the community sector. We are a membership organisation and invite any researchers or practitioners from academia, the public sector and importantly, from the community sector, to join.

2. General provisions

2.1 This policy applies to all personal data processed by ARVAC.

2.2 The Responsible Person shall take responsibility for the Charity's ongoing compliance with this policy.

2.3 This policy shall be reviewed at least annually.

2.4 Individuals have the right to access their personal data and any such requests made to ARVAC shall be dealt with in a timely manner. Requests should be sent to info@arvac.org.uk.

3 Information about you

3.1 We will collect personal information from you when you join ARVAC (via our website) or when you sign up for one of our events (via Eventbrite). This includes your name, organisation, and email address. We will never collect more information than we need to.

4 Our use and storage of this information

4.1 As part of ARVAC's network of researchers, practitioners and academics, we will email members to share news, updates and information about our events. These communications include a biannual ARVAC e-bulletin and emails about our AGM and events. We will only contact you in relation to sharing information amongst our network of members about ARVAC, our AGM and events.

4.2 If you choose to opt-in as a further choice, your details will be held on the ARVAC member's directory, which is available to all members of ARVAC in the member's area

of the website, for which you will be given a username and password to gain access. It is possible to be a member of ARVAC and choose not to be part of the member's directory and you will be given the choice before we upload any of your details.

4.3 We will never pass your information onto another organisation or individual.

4.4 Your data is held on [Mailchimp](#), which is the programme we use to send out email communication. For those of you who book to attend our events, we will hold your data on [Eventbrite](#), which is the platform we use to manage event bookings. We delete details of event attendees no later than one month after the event has taken place.

5 Amending data and unsubscribing

5.1 If you would like us to correct or update any personal information please email info@arvac.org.uk.

5.2 You can cancel your membership and stop receiving emails at any time. Simply click 'cancel ARVAC membership and unsubscribe' at the bottom of our emails. We will then remove you from our list of members, delete all of your details, and will no longer contact you.

6 Security

6.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us. Both [Mailchimp](#) and [Eventbrite](#), where we store our data, have privacy policies of their own and hold data securely. Access to our Mailchimp, Eventbrite and Wordpress accounts is password protected and access to these passwords is restricted to only those the ARVAC trustees and ARVAC volunteers who lead on the relevant area of work for the organisation.

6.2 Communications in connection with membership of ARVAC will be sent by email, using Mailchimp. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. Email unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

7 Data breach

7.1 In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, ARVAC will promptly assess the risk to people's rights and freedoms and report this breach to the Information Commissioners Office.

8 Cookies

8.1 If cookies are used they will only be used to assist the purposes set out in this privacy policy, but cookies will not be used if we do not consider them to be necessary.

9 Other information

9.1 Links within our sites to other websites are not covered by this privacy policy.

9.2 Date at which policy was last updated: 16th May 2018.