ISACA Northern England Chapter - PRIVACY NOTICE

Who are we?

The ISACA Northern England Chapter (INEC) is an independent chapter and affiliate of ISACA International, engaged in the education of its members for the improvement and development of their capabilities relating to the auditing of, management consulting in, or direct management of the fields of IT governance, IS audit, security, control and assurance.

Our data protection representatives can be contacted directly here:
- president@isaca.org.uk

What personal data do we collect and process?

The personal data we would collect/process from members and from non-members:

<table>
<thead>
<tr>
<th>Personal data type:</th>
<th>Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your ISACA registration details including membership number, certifications with</td>
<td>ISACA International (Restricted access to scoped database extracts)</td>
</tr>
<tr>
<td>dates of exams passed and certified, membership payment status and certification</td>
<td></td>
</tr>
<tr>
<td>status</td>
<td></td>
</tr>
<tr>
<td>Event registration details (Members and Non-Members)</td>
<td>INEC event registration (Eventbrite)</td>
</tr>
<tr>
<td>Membership survey details, including name, email, gender, work status</td>
<td>INEC online surveys (SurveyMonkey)</td>
</tr>
<tr>
<td>Name, personal contact details, Query Information</td>
<td>Queries from Members/Non-Members (Mail, Email, Telephone)</td>
</tr>
</tbody>
</table>

The personal data shared by ISACA International

The personal information shared by ISACA International is used to meet INEC objectives as an affiliate of ISACA International and provide membership services to INEC members. We use your personal data to provide following services:

- Maintain your record of registration for attending the INEC event and share it with event venue host/provider to print and issue attendee badges for security, health and safety;
- Keep you informed of future INEC and partner educational events (including meetings, conferences, courses etc.);
- Send you INEC newsletters;
- Contact you to participate in appropriate surveys and research initiatives supported by INEC; and
- Contact you to participate in the INEC Annual General Meeting.

Personal Data collected by Eventbrite:

The registration information that you provide when you register for INEC educational events is limited to name, email address, company name & ISACA membership number.

This event registration information is used by INEC and its service provider and venue hosts to provide following services:
• Issue event ticket;
• Authenticate on arrival;
• Provide name badges; and
• Record evidence of entry and attendance to the event to ensure compliance with security, health and safety requirements.

If you are an ISACA member, your ISACA membership number and duration of the event will be passed to ISACA International to update your CPE records. For audit purposes, the information collected during event registration will be retained by INEC for a maximum of five years.

If you are not an ISACA member, INEC will delete your data within twelve months of the event.

Our legal basis for processing for the personal data:

Due to INEC affiliation with ISACA International, INEC is required to process ISACA members’ data to provide membership services under its bylaws and its affiliation agreement with ISACA International. ISACA International is responsible for managing the consent directly. Please note that if you are a member of ISACA International it is possible to withdraw consent for processing of personal identifiable data by INEC via the ISACA International website (www.isaca.org).

Legal obligations that INEC is required to meet as a UK registered company.

Members are able to change their contact details or preferences at any time via the ISACA International website (www.isaca.org).

Security

INEC employs a risk-based variety of technical and organisational measures to keep personal data safe, and to prevent unauthorised access, use or disclosure.

INEC respect your personal data and never sell personal data to third parties.

International Transfers

INEC may use service providers who are based on non-EU countries and in such cases INEC will inform its members.

INEC currently uses the following named organisations based in third country (non EU) as service providers and share the least amount of personal information to necessary provide services to you as outlined in previous sections.

<table>
<thead>
<tr>
<th>Third country (non-EU)/international organisation</th>
<th>Safeguards in place to protect your personal data</th>
<th>Retrieve a copy of the safeguards in place here:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eventbrite</td>
<td><a href="https://www.privacyshield.gov/participant?id=a2zt000000TN15AAG&amp;status=Active">https://www.privacyshield.gov/participant?id=a2zt000000TN15AAG&amp;status=Active</a></td>
<td>Eventbrite Privacy Policy Eventbrite, Inc. EU-U.S. Privacy Shield Notice</td>
</tr>
</tbody>
</table>
Retention period

INEC will continue to process personal data of members whilst they are members of ISACA International and INEC.

For information collected as part of event registration (via Eventbrite) INEC will process data for up to sixty days after an event and will store the personal data for up to five years. We remove most personal information provided to us by members as soon as membership has ceased, and all such data will cycle out of long-term backups up to six months later. We may store emails for up to five years after the email is sent for the purposes of complaint handling and compliance monitoring.

Only where necessary for legal and financial oversight, we will continue to store limited information about our members for seven years plus the current calendar year for accounting, audit, record keeping and administrative purposes.

If we consider there is a need to store records for longer (for example, the subject of a dispute or claim) then we will retain the data for as long as is necessary.

Your rights as a data subject

You have rights in relation to your personal information under data protection law. In relation to certain rights, we may ask you for information to confirm your identity and, where applicable, to help us to search for your personal information. Except in rare cases, we will respond to you within 30 days after we have received this information or, when not required, after we have received your request.

At any point while we are in possession of or processing your personal data, as the data subject you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you;
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete;
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records;
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing;
- Right of portability – you have the right to have the data we hold about you transferred to another organisation;
- Right to object – you have the right to object to certain types of processing such as direct marketing;
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling; and
- Right to judicial review - in the event that INEC refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in section below.
Please note, since most of your personal data is shared with INEC by ISACA International, we would suggest that requests for data are raised with International as well to ensure that the request is complete.

Modifications to this Privacy Notice

We keep our privacy notice under regular review. From time to time, the Chapter may need to update or modify this privacy notice to reflect changes in our business practices, data collection practices or organisation. We reserve the right to amend this privacy notice at any time, for any reason, without notice to you, other than the posting of the amended privacy notice on the Site or, if you have provided a valid email address,, sending you email notification of the change.

Questions or Concerns

If you have any questions or concerns about this privacy notice, please contact the INEC Secretary: secretary@isaca.org.uk

Complaining to the UK data protection regulator

You have the right to complain to the Information Commissioners Office (ICO) if you are concerned about the way we have processed your personal information. Please visit the ICO website for full details.