**ISACA Northern England Chapter - PRIVACY POLICY**

**Who are we?**

The ISACA Northern England Chapter (NEC) 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, risk, control, privacy 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, contact details, certifications with dates of exams passed and certified, membership payment status and certification status</td>
<td>ISACA International (Restricted access to scoped database extracts)</td>
</tr>
<tr>
<td>Event registration details (Members and Non-Members)</td>
<td>NEC event registration (Eventbrite / Zoom)</td>
</tr>
<tr>
<td>Event attendance details (Members and Non-Members)</td>
<td>NEC event attendance (Eventbrite / Zoom)</td>
</tr>
<tr>
<td>Membership survey details, including name, email, work status</td>
<td>NEC online surveys (SurveyMonkey /Microsoft Office)</td>
</tr>
<tr>
<td>CPE quiz submissions and results</td>
<td>NEC online CPE quizzes (SurveyMonkey /Microsoft Office)</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 NEC objectives as an affiliate of ISACA International and provide membership services to NEC members.

We use your personal data to provide following services:

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

**Personal Data collected by Eventbrite and Zoom:**

The registration information that you provide when you register for NEC educational events is limited to name, email address & ISACA membership number.
This event registration information is used by NEC and its service provider and venue hosts to provide following services:

- Issue event ticket;
- Authenticate on arrival;
- Provide name badges;
- Support CPE records and
- Record evidence of entry and attendance to the event to ensure compliance with security, health and safety requirements.

**Personal Data collected by SurveyMonkey and Microsoft Office:**

The personal information that you provide when you respond to CPE quizzes or provide Feedback for NEC educational events is limited to name, email address & ISACA membership number.

This information is used by NEC to provide the following services:

- Support CPE records; and
- Understand member needs and requirements to further improve Chapter events and offerings.

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 NEC for a maximum of five years.

If you are not an ISACA member, NEC will delete your data after five years of the event.

**Our legal basis for processing for the personal data:**

Due to NEC affiliation with ISACA International, NEC 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 NEC via the ISACA International website (www.isaca.org).

Legal obligations that NEC 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**

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

NEC respects your personal data and never sell personal data to third parties.
International Transfers

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

NEC 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=a2zt0000000TNl5AAG&amp;status=Active">https://www.privacyshield.gov/participant?id=a2zt0000000TNl5AAG&amp;status=Active</a></td>
<td>Eventbrite Privacy Policy Eventbrite, Inc. EU-U.S. Privacy Shield Notice</td>
</tr>
<tr>
<td>Zoom</td>
<td><a href="https://zoom.us/privacy/#_Toc44414835">https://zoom.us/privacy/#_Toc44414835</a></td>
<td><a href="https://zoom.us/privacy/#_Toc44414835">https://zoom.us/privacy/#_Toc44414835</a></td>
</tr>
<tr>
<td>Microsoft Office</td>
<td>Microsoft Privacy Statement – Microsoft privacy</td>
<td>Microsoft Privacy Statement – Microsoft privacy</td>
</tr>
</tbody>
</table>

Retention period

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

For information collected as part of event registration (via Eventbrite or Zoom) NEC 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 NEC 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 NEC 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 Policy**

We keep our Privacy Policy under regular review. From time to time, NEC may need to update or modify this Privacy Policy to reflect changes in our business practices, data collection practices or organisation. When we update this Privacy Policy, we will change the “Last updated” date in the footer of this document so you know it has been updated. We reserve the right to amend this Privacy Policy at any time, for any reason, without notice to you, other than the posting of the amended Privacy Policy 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 Policy, please contact the NEC 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.