



National Infrastructure Planning Association

## NIPA PRIVACY POLICY STATEMENT

### 1. Introduction

This Privacy Policy (the “**Policy**”) sets out how the National Infrastructure Planning Association (“**we**”, “**our**” or “**NIPA**”) uses the personal information that we collect, receive and store about you (the “**user**”, “**member**” or “**stakeholder**”).

For the purposes of applicable data protection laws, including the EU General Data Protection Regulation (“**GDPR**”), the “controller” of personal information collected through [www.nipa-uk.org.uk](http://www.nipa-uk.org.uk) (the “**website**”) is National Infrastructure Planning Association, company number 07167859, registered office: 5-11 Mortimer Street, London, W1T 3HS.

As explained below, NIPA works with other data controllers including: Government departments, local authorities, Members’ organisations, contractors and a range of other stakeholders.

NIPA’s Data Protection Officer is Jane Smith (NIPA Policy Adviser)<sup>1</sup>. If you have any questions about how your personal data is used by NIPA or if you would like to update any of your information, you can email her at [info@nipa-org.uk](mailto:info@nipa-org.uk), or call 07836 668449.

This Policy was approved by the Board on 3<sup>rd</sup> June 2019. Any further updates will be displayed on the NIPA website ([www.nipa-uk.org.uk](http://www.nipa-uk.org.uk)).

### 2. Overview

#### Personal Data

Personal data is defined as any information relating to an identified or identifiable natural person.

As explained below, NIPA will, through management and use of appropriate controls, monitoring and review:

- Use personal data in the most efficient and effective way to deliver better services and value to Members.
- Use personal data only for the purposes of the effective running of NIPA, and delivery of services to, and communication with our Members and stakeholders.
- Strive to ensure all information is accurate, subject to all Members keeping NIPA informed of any change in their information.
- Not keep information / data for longer than is necessary.
- Securely destroy information which is no longer needed.
- Take appropriate technical and organisational security measures to safeguard information.
- Ensure that the rights of people about whom information is held can be fully exercised under the GDPR (see Section 10).



National Infrastructure Planning Association

### Special Category Data

Special Category information or data is defined as personal data consisting of information concerning a) racial or ethnic origin b) political opinion c) religious or philosophical beliefs d) trade union membership e) physical or mental health or condition f) sexual life or sexual orientation or g) biometric data.

NIPA does not collect any special category information.

## **3. Information we collect about you**

### **3.1 If you are a Member**

If you become a Member of NIPA, we will collect personal information about you, including your name; professional information; email address; telephone number; business or personal address; twitter handle; payment information; and any other information you provide on your membership form or in subsequent correspondence with us.

NIPA will use this information for purposes including to:

- create your Membership Account and deliver Member services;
- process any financial payments;
- respond to any queries or requests you may have;
- contact you in relation to your Membership, remind you of your Membership renewal and seek your views on NIPA business or activities;
- provide you or, if you agree, permit selected third parties (such as Government officials or stakeholders) to provide you, with information that NIPA believes will be of interest to you, including:
  - matters relating to NIPA business and activities.
  - policy developments and best practice in respect of national infrastructure; and
  - matters related to NIPA events, or other relevant events;
- maintain our own internal accounts and records; and
- comply with any legal obligations to which we are subject, and protect and defend our rights and interests.

It is the responsibility of Members to keep NIPA informed of current contact and other relevant details. Failure to do so may mean that a Member may not be sent publications, newsletter and other updates; event and workstream / working group invitations, and membership renewal notices, which may result in membership being unnecessarily terminated.

### **3.2 If you are a non-member or a stakeholder**

You may provide NIPA with your personal information such as your name and contact details by:

- Attending events held by NIPA or a third-party connected to NIPA;
- Signing up to receive our newsletters or publications;
- Contacting us directly by post, email or phone; or

- Meeting a NIPA officer, contractors or member.

NIPA may use this information to:

- Provide you with information about NIPA and how to become a Member.
- Contact you with information of upcoming events that NIPA believes may be of interest to you.
- Contact you to respond to any queries you have raised.
- Provide information to you in respect of planning policy, legislation or regulations, or best practice / case studies.

#### **4. Information we collect from third parties**

NIPA works closely with third party service providers, including its stakeholders, Government officials, Members, their organisations, event / venue providers and organisers and contractors. These third parties may pass limited amounts of information to us, such as your contact details, in order to facilitate us contacting you where appropriate.

#### **5. Our legal basis for collecting and using your personal information**

##### **Our legitimate business interests**

If you contact us, or simply browse the website, our legal basis for processing your personal information is that we have a legitimate interest in administering and monitoring the website and responding to queries we receive.

##### **Entering into and performing a contract with you**

If you become a Member, our legal basis for processing your personal information is that it is necessary for the performance of the contract between you and us.

##### **Consent**

If you sign up to receive emails or publications from us, we will contact you from time to time with information that we consider may be of interest to you. Our legal basis for processing your personal data for this purpose is your consent.

#### **6. Retaining your personal information**

How long we keep your personal information for depends on why we collected it and our legal obligations. In general, we will endeavour to only keep your information for as long as we need it.

For example, if you join as a Member, we will store your personal information and details about your Membership for as long as necessary to fulfil with any contract we have with you and to comply with applicable laws and tax legislation.

If you (or we) terminate your membership or if you ask not to be contacted any more, we will remove you from our mailing lists but we may keep a minimum amount of information about you for our records.

## 7. Marketing and newsletters

You can opt-out of receiving membership news and updates at any time by clicking the “Unsubscribe” link at the bottom of any email you receive from us.

## 8. Disclosure of Information

We may share your information with selected third parties including:

- Other Members or stakeholders of NIPA;
- Third party service providers such as Inspired Media UK Ltd who manage our IP and website facilities;
- Payment processes that collect Membership payment on our behalf; and
- Professional advisors.

We may also disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal information to the prospective seller or buyer of such business or assets;
- if we transfer ownership or management of the website, services, business and/or assets (in whole or in part) to a third party, in which case We may also transfer your personal information to such third party, provided such third party agrees to observe and adhere to the terms set out in this Privacy Policy (as amended from time to time); and
- if we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply our membership terms and other agreements.

## 9. International Transfers of your Personal Information

The personal information that we collect from you will not be transmitted to third parties located outside the United Kingdom or the European Economic Area (“EEA”).

If we do engage with any third-party suppliers, which will result in the transfer the information outside of the UK or EEA, we will update this Policy to reflect this.

## 10. Your Rights

You may have certain rights in relation to the personal information we collect about you. These may include the right to:

- access the personal information we hold about you;
- obtain a copy of the personal information in machine readable format;



National Infrastructure Planning Association

- request that the information is erased or that any inaccurate personal information is rectified;
- ask us to restrict how we process your personal information; or
- withdraw your consent to how we process your personal information.

Please contact Jane Smith, NIPA Data Protection Officer at [info@nipa-org.uk](mailto:info@nipa-org.uk) if you would like to make a request.

You also have the right to complain about the use of your data to the Supervisory Authority, which in the UK is the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

## **11. Changes to this Policy**

This Policy may be reviewed from time to time to take account of changes to our operations and practices. If we make changes, we will notify you by revising the date at the top of this Policy. If the changes are significant, we may provide you with additional notice such as adding a statement to the homepage of the website or sending you an email with the update.

Any personal information held will be governed by the most current Policy.

## **12. Contact Us**

If you have any questions or requests regarding this Policy, the practices of our website or your membership, please contact Jane Smith, NIPA Data Protection Officer at [info@nipa-org.uk](mailto:info@nipa-org.uk).