



## **Privacy Policy Version I (25.05.2018)**

1. This privacy policy informs you about the information we collect from you and how we manage it. We are required by law to tell you about who we are, about why and how we use your data and about the rights you have over your information.

### **2.1 Who we are**

We are the Association for Education and Ageing (AEA). We can be contacted by post at the Association for Education and Ageing, 21 Lund Drive, Morecambe, LA3 3RZ or by email at [aeaorg.yahoo.com](mailto:aeaorg.yahoo.com) and all enquiries about our use of your personal data can be addressed to these addresses.

### **2.2 Our objectives**

The objectives of the Association for Education and Ageing are, with regard to learning in later life: i) to advance knowledge ii) to improve practice and iii) to contribute to the development of policy.

### **2.3 How we use your information when you become a member**

You can become a member of AEA either via our website (<http://www.associationforeducationandageing.org/>) or by post by following the details on the website or on our leaflets. Payments for membership received via our website are processed by Paypal.

We ask you for your name, postal address and email address. Because of our differential fee rates we ask if you are waged, unwaged or retired. If you are waged, we also ask you to identify the institution/company with which you are associated. We record the date of sign-up.

We use this information to provide you with information and services relating to your membership such as our thrice-yearly *Digest*, mailings, events, surveys and more. Normally we will do this by email unless you do not provide us with an email address.

We do not share the information you provide to us to any third party individuals or organisations.

Membership is renewable annually. If you do not renew your membership, after receipt of a reminder, all data which we hold relating to your membership will be deleted from our files after six months from the date at which your renewal payment was due.

#### **2.4 How we use your information when you become a subscriber to the *International Journal of Education and Ageing***

You can become a subscriber to the *International Journal of Education and Ageing* either via our website (<http://www.associationforeducationandageing.org/>) or by post to the address in 2.1 above. Payments for journal subscriptions received via our website are processed by Paypal.

We ask you for your name, postal address and email address. Because of our differential subscription rates, we ask if you are waged or unwaged. We record the date of sign-up.

We use this information to send to subscribers by post one hard copy of each issue of the Journal.

We do not share the information you provide to us to any third party individuals or organisations.

Subscriptions are renewable annually (i.e. for a volume of three issues). If you do not renew your subscription, after receipt of a reminder, all data which we hold relating to you as a subscriber will be deleted from our files after six months from the date at which your renewal payment was due.

## **2.5 When you submit an enquiry to us**

We keep enquiry emails and records of telephone enquiries for up to three years.

## **2.6 When you book an event**

When you book an event organised by AEA, we ask you for your name, postal address, contact telephone number, and email address. We also give you the opportunity to inform us of any dietary or accessibility requirements you may have.

We do not store or process payment card details; card payments for the event will be handled by PayPal or Eventbrite who will act as a data processor and controller.

Your information will be used to process your booking based on the contract formed when you book an event.

We will keep your information for up to three years and may send you information about further events, unless you decline to receive them.

## **2.7 When you participate in a survey**

When you participate in a survey conducted by AEA, we may ask for your name and email address. We may ask for other information if relevant to the nature of the survey.

We will use any information which you provide only for research purposes as specified in each survey.

We will keep survey responses for up to two years.

## **2.8 When you use our website**

Our privacy policy applies to all pages of our website (<http://www.associationforeducationandageing.org/>)

We do not use cookies on the website; nor do we include third party advertising cookies

The website may include links to external sites over which we have no control. We do not guarantee the accuracy or security of external sites.

### **3. Your rights**

#### **3.1 Your rights as a data subject**

By law, you can ask us what information we hold about you and you can ask us to correct it if it is inaccurate. You may withdraw your consent for us to process your personal data at any time and can require us to erase that data.

To submit a request regarding your personal data by email, post or telephone, please use the contact information provided above in Section 2.1. We reserve the right to verify your identity.

#### **3.2. Your right to complain**

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint.

### **4. Updates**

#### **4.1. Updates to this privacy policy**

We will review and, if appropriate, update this privacy policy, as our services and use of personal data evolve. If we want to make use of your personal data in a way which we have not previously identified, we will contact you to ask for your consent.

#### **4.2. Document control**

The version number and date of this document will be updated each time it is changed and the current version will be available on our website.