

## **SOCIETY FOR NANOFUNCTIONAL MATERIALS**

### **PRIVACY NOTICE**

The University of Central Lancashire (“UCLan”) owns and operates the Society for Functional NanoMaterials (the “Society”) and the Society website found at [www.societyfnm.org](http://www.societyfnm.org). In this document ‘we’ or ‘us’ refers to UCLan.

In order to manage and administer the Society, we will collect and process personal data from members of the Society. This document sets out how we will use the personal data you provide to us in connection with your membership, or application for membership, of the Society.

#### **Who we are and why we need your data**

We will be the ‘Controller’ of the personal data you provide to us as we will need to use your personal data to process your membership application and administer your membership contract. As such, our legal basis for using your personal data is that this is necessary for the performance of our membership contract with you.

As ‘Controller’ of the personal data you provide to us, we will be responsible for storing this data securely and ensuring it is only used as set out in this document.

#### **Why we need your data**

We need your personal data in order to administer your membership of the Society for Functional NanoMaterials.

We will use your data for the following purposes:

- to process your application for membership of the Society;
- to administer your membership;
- to provide you with access to the members’ area of the Society website;
- to attribute your content on the Society website to you; and
- to communicate with you concerning your membership of the Society and any events, conferences or other additional services the Society may offer to you.

#### **Data we will collect from you**

In order to administer your membership of the Society, we will need to collect the following information from you:

- Name;
- Address;
- Contact details; and
- Payment details for payment of membership fees (where applicable).

### **How long we will keep your data**

We will keep a record of the personal data you provide for 6 years after expiry or termination of your membership of the Society.

Where you provide us with payment details these will be deleted once your payment is complete.

### **Disclosure of your data**

Except as set out in this privacy statement, we will not transfer your data to any third parties without your prior consent.

We may disclose your personal data to third parties without obtaining further consent from you:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or
- in order to enforce or apply our [Website Terms of Use](#) and Membership Terms and Conditions (which are available on the [membership page](#) of the Society website);

We will not share your data with third parties for the purpose of marketing.

### **Your rights**

You are entitled to view, amend, or request the deletion of the personal information that we hold about you. If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. Please email any requests to our Information Governance Manager at [DPFOIA@uclan.ac.uk](mailto:DPFOIA@uclan.ac.uk) or see our [data protection webpage](#) for further information.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk).

### **Contact**

Questions, comments and requests regarding this document are welcomed and should be addressed to [info@societyFNM.org](mailto:info@societyFNM.org).