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Institution of Agricultural Engineers

Privacy Policy

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Approved by the Executive board

1. Privacy

IAgrE respects the privacy of its members, registrants, customers and staff. IAgrE aims to act consistently with the Data Protection Act 1998 and subsequent regulations such as the General Data Protection Regulations (GDPR).

2. Use of Personal Data

IAgrE may use your personal data in the following ways:

- To process membership applications, upgrades and renewal, professional registration, and other membership related matters.
- To provide you with information on beneficial products, events and services that either you have requested or which IAgrE believes will be of benefit to you.
- To carry out our obligations arising from any voluntary activities entered into between you and IAgrE such as committee membership and branch activity
- To notify you about any changes to IAgrE services and obligations.

3. How we handle your personal information

Personal information is the information or opinion that allows others to identify you. It includes your name, age, gender and contact details. It is IAgrE policy that information relating to its members, registrants, customers and staff is available only to IAgrE and not for direct access by third parties.

4. Collection of personal information

Generally, IAgrE collects personal information directly from you. For example, we collect personal information when you:

- Deal with IAgrE in person, by telephone, letter, or email
- Supply a Curriculum Vitae or Resume
- Fill out and submit a membership application form
- Submit any other information in connection with your application for membership or the purchase of products and services
- Make an enquiry via a web form or email
- Complete your subscription renewal forms
- Make a conference or event booking

Personal information about you may also be collected from a third party. For example when IAgrE receives:

- References relating to your application
- Information about you relating to reciprocal relationships we have with other professional associations such as Engineering Council and Society for the Environment.

5. Why we collect information

We collect your personal information to enable us to provide various products and services and for the administration of your membership with the Institution.

6. What we collect

- The type of personal information we collect includes your title, first name, surname, gender, date of birth, nationality, your qualifications, home and work contact details (phone, fax, email, street address, email address) and your mailing address.
- We also collect information relating to your employment including where you are currently employed, your job title, areas of interest/ expertise and your job function. As part of the membership application process we collect information relating to your qualifications (proof of completion, academic transcripts).
- In applications for some grades of membership we ask you to identify a referee and to provide contact information for them.
- When purchasing a product such as membership professional registration, or attendance at an event, your credit card details are also collected, and are temporarily stored until we have processed your order.

7. Format of data collected

The personal information IAgrE collects may be in electronic format such as emails, data form entry, email attachments, and in hard copy such as printed versions of information received electronically or transferred via Royal Mail or by hand.

8. Use and disclosure

IAgrE policy is not to disclose any personal information that we hold on you to any unrelated third party, except where you have given your express consent for us to do so or where required by law.

Arrangements are occasionally made with suppliers of goods and services for their mailings to be sent to members. All material is carefully vetted and the mailing list is never released to third parties. These mailings are only ever included with standard IAgrE communications such as the Landwards journal and other communications sent directly from the IAgrE Secretariat.

We provide your email address Regional Branches to the Special Interest Groups of IAgrE for the purpose of notifying you about events and activities of these groups.

Delegates at IAgrE events have told us that it is beneficial to see who else is attending the same event. For this reason we make available a list of all delegates (names and job titles) to those who are themselves attending an event (the delegate list).

If you tell us that you do not wish us to use your Personal Information for a particular purpose, we will honour your request.

9. Security

IAgrE uses all reasonable efforts to ensure Personal Information provided by you is held securely.

Printed information (such as membership applications and assessments) are stored in individual member's files. These are only accessible to Secretariat Staff and are locked and secured outside of office hours.

Where Personal Information is used by the IAgrE Membership Committee to assess grades of membership and professional registration, assessors are required to follow a privacy code of conduct which details the agreed IAgrE requirements for information transfer, membership and registration processing, confidentiality, and final storage of records.

In event of a member leaving IAgrE membership and/or ceasing professional registration, hard copy records are maintained for six years in line with established procedures for readmitting members following resignation or temporary suspension from membership and registration. All printed information is securely shredded once it has been deemed redundant.

All IAgrE Computers are configured with an automatic out of office screen lock to avoid private information being viewed by others. Private data stored online is only accessible at the IAgrE office with no remote access permitted. Personal hand held devices are password controlled and give limited access to data.

IAgrE accesses your information for the purpose of management, administration and registration and uses the services of approved third parties such as Mailing Houses, IT Support and Web Development services to support this activity. All third parties are required to operate in line with this Privacy Policy. IAgrE adopts a Passwords Policy in line with identified best practice.

Your data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. IAgrE will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where IAgrE has given you (or where you have chosen) a password which enables you to access certain parts of the Website, you are responsible for keeping this password confidential. IAgrE requests that you do not share a password with anyone.

The transmission of information via the internet is not always secure. IAgrE will protect your personal data in accordance with current best practice but, it cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once IAgrE has received your information, it will use procedures and security features to minimise the likelihood of unauthorised access.

10. Data Breaches

IAgrE seeks to avoid any data breaches and has put in place appropriate policies and procedures to prevent this and deal with the aftermath in the unlikely event of this happening.

11. Permissions

IAgrE adopts a policy of seeking Data Usage Permissions for use of the use of member's personal information and requires them to "opt in" to receive information. These are available on-line and in hard copy. They take two forms:

- Data Usage Permissions, Terms and Conditions for the ongoing collection of permissions from established members.
- Data Protection and Privacy Permissions used at the point of membership application, professional registration and upgrade.

The permissions given by IAgrE members are recorded on the central membership database and used to ensure that member's confidentiality preferences is maintained.

The following words are used to collect established members permissions for the use of their data. Where needed, this statement is added to application forms and other membership related documents.

Data Usage Permissions, Terms and Conditions

In order that IAgrE maintains compliance against the General Data Protection Regulations (GDPR), it is necessary that we seek Data Usage Permission as defined below:

I confirm my understanding that the Institution of Agricultural Engineers (IAgrE) holds my information on a central database for the purpose of administering my membership and/or professional registration and for the purpose of promoting, delivering and improving my experience of IAgrE and its products and services or such other purposes as are described in the IAgrE Privacy Policy.

I give my permission for IAgrE to access my information for management, administration and registration purposes

Key Points

- Your information is stored securely
- You have a right to see the information IAgrE keeps
- Your information is only used for the purposes described above
- Your information is ***never*** shared with third parties for marketing purposes

Please tick the box to confirm you have read and accepted these Data Usage Permissions, Terms and Conditions

These words are placed at the end of all application and upgrade forms

Data Protection

I understand and consent to the information provided on this form being processed by IAgrE for its sole use (including my Local Branch), for the purpose of promoting, delivering and improving my experience of IAgrE and its products and services or such other purposes as are described in the IAgrE Privacy Statement and Disclaimer.

I give my permission for IAgrE to access my information for management, administration and registration purposes.

I confirm that I wish to receive notification (by post or electronic means) of IAgrE products, events and services which may be of interest and benefit to me.

Please tick the box to confirm you have read and accepted these Terms and Conditions

Declaration

I declare that the statements made on this form are to the best of my knowledge true. I agree to comply with the Memorandum and Articles of Association, and associated Regulations of the Institution of Agricultural Engineers (IAgrE). I understand that this is a commitment to behave ethically within my profession. I will do my best to promote the interests of IAgrE. I confirm that I have not committed any offence of which IAgrE would require me to give notice under its Rules of Conduct.

The Rules of Conduct, Memorandum and Articles of Association, and associated Regulations are published on the website www.iagre.org

Please tick the box to confirm you have read and accepted these Membership Terms and Conditions

12. Third party websites

The IAgrE Website contains links to other websites. These websites are not operated by IAgrE and are outside the control of IAgrE. IAgrE accepts no responsibility whatsoever for these websites or their contents. In particular, if you follow a link to any of these websites, please note that these websites have their own privacy policies and that IAgrE does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites

13. Unsubscribe Statement

In accordance with the Data Protection Act 1998, IAgrE (and companies processing data on its behalf) currently hold and use data held on you for administration purposes, to keep you informed of its activities, and offer goods and services provided by the Institution.

We would stress that your personal data is available only to IAgrE and not for direct access by third parties. Mailing arrangements are occasionally made with third party suppliers of goods and services but all material is carefully vetted and the mailing list is never released to them.

If you wish to be removed from any of our mailing lists, please contact:

Data Protection Officer
The Institution of Agricultural Engineers
The Bullock Building (Building 53)
University Way
Cranfield
Bedford
MK42 0GH

14. General Enquiries on Data and Privacy

If you have any questions, comments or would like further information about our privacy and information handling practices, please contact:

Data Protection Officer
The Institution of Agricultural Engineers
The Bullock Building (Building 53)
University Way
Cranfield
Bedford
MK42 0GH