



## ITI East Midlands Regional Group (EMRG)

### General Data Protection Regulation (GDPR) Privacy Notice

#### **Personal Data:**

Personal data is any information that can make you identifiable as you. With regards to the EMRG, this includes your name, email address, phone number, language combinations.

#### **Data Controllers:**

In the case of the EMRG, the EMRG Co-ordinator is the Data Controller. The Data Processor is the Membership Secretary. The EMRG Co-ordinator is currently Anna McGuire who can be emailed via [anna.mcguire@w3z.co.uk](mailto:anna.mcguire@w3z.co.uk). The Membership Secretary is currently Ellen Worrell who can be emailed via [emrgmembership@gmail.com](mailto:emrgmembership@gmail.com).

#### **How your information will be used:**

The East Midlands Regional Group of the Institute of Translation and Interpreting uses your data for the purposes of contacting you to share news and information relating to Translation and Interpreting, including events. Your details will not be shared with third parties without your specific consent.

#### **How and where your information is stored:**

The membership list is held as a password-protected file by the Membership Secretary.

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

Our membership list is reviewed annually following our AGM in January. Anyone not renewing their membership with the EMRG will be subsequently removed.

#### **Amendments and removals:**

Members can request removal or amendment of their details at any time.

For any amendment or removal, please email the Membership Secretary via [emrgmembership@gmail.com](mailto:emrgmembership@gmail.com).

#### **Queries**

For all queries relating to the GDPR, please email the EMRG Co-ordinator Anna McGuire ([anna.mcguire@w3z.co.uk](mailto:anna.mcguire@w3z.co.uk)) or the Membership Secretary Ellen Worrell ([emrgmembership@gmail.com](mailto:emrgmembership@gmail.com)).