

WHO WE ARE

The Tourism Society is the professional membership body for people working in all sectors of the visitor economy. It is where individuals from across all sectors of the Visitor Economy come together (online and offline) for discussion, debate, to share views and knowledge, and to network. The Society is the only professional membership organisation that represents all of Tourism - across all disciplines, geography and career stages.

ABOUT THIS POLICY

This privacy policy applies if you're receiving emails from the Society relating to our events programme. We have a separate privacy policy for Society Members which can be found on the Tourism Society website.

WHAT INFORMATION WE COLLECT AND HOW WE COLLECT IT

We only collect personal information that is relevant and necessary for us to continue to communicate effectively with you and to deliver services to you.

Information is collected through our interactions with you through email correspondence and event registration forms. To deliver these services we collect the following personal data about you:

- Your name
- Your job title
- Your business contact details including email address and phone number
- The function you deliver within your organisation so that you only receive communications that are relevant to the job you do (e.g. marketing, communications, consultant, strategist)
- Dietary and access requirements (if you provide them during event registration they will be used for the purposes of that event only)
- Any other information you provide to us via a survey
- If you are a speaker at our event you will be listed on our website, and we hold the details and images that you provide to us. It is your responsibility to ensure that you have the correct permissions to use any content or images that you submit and to notify us of any changes.

We always attempt to keep your information as up to date and accurate as possible. This might mean we get in touch from time to time to check details with you.

HOW WE USE YOUR INFORMATION

We communicate elements of our events programme which you may be interested in attending or participating in using Mailchimp.

We take your registration and bookings information through our secure bespoke online system.

We will process your data to send updates about this activity. We may send a post event survey and follow up information relating to the content of the event. All data collected through surveys will be treated with the utmost sensitivity and will be stored securely and confidentially.

Where you give us financial information necessary to take payments the details are held and processed through secure accounting software.

HOW WE STORE AND SECURE YOUR INFORMATION

Your information will be only be accessible to our staff and contractors if they are trained and it is appropriate in order for them to carry out their role in line with this Privacy Policy.

We will never sell your personal information, or let other organisations use it for their own purposes.

We employ security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

HOW LONG WE WILL HOLD YOUR INFORMATION

If you inform us that you no longer wish to receive communications from the Tourism Society we will remove your personal data as soon as practically possible. If we dispose of your information it will always be done securely.

Personal data you provide through surveys will be held securely for no longer than necessary, will be anonymised where possible and will be deleted in line with the data retention policy.

In some cases we may be required to hold some data for longer for legal, financial or taxation reasons.

HOW TO GET IN TOUCH ABOUT YOUR PERSONAL INFORMATION

Under the General Data Protection Regulations, you have rights as an individual which you can exercise in relation to the information we hold about you. Read more about your individual rights on the Information Commissioner's Office website.

Individuals can find out if we hold any personal information by making a 'right of access' request under the General Data Protection Regulations. If we do hold information about you, we will:

- Give you a description
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in an intelligible form.

You also have a right to be informed within a reasonable time, on request, what information we hold about you and how we obtained it, and to whom we may pass it on. Such a request must be made in writing. If a request is manifestly unfounded or excessive, or involves requests for copies of the same information already supplied, we reserve the right as allowed under the act to levy a fee for this service.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of our collection and use of personal information, but we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below: director@tourismsociety.org

CHANGES TO THIS PRIVACY NOTICE

We will need to make changes to this policy from time to time to make sure that we are always providing you the latest information about what is happening to your personal information. Any changes to our privacy policy in the future will be posted to the site and, where appropriate, through email notification

This policy was last updated on 25/05/2018.