

Data protection and Privacy Statement

Charity IT Leaders is a Charity whose members are other charities

How we collect information

Contact information for nominated individuals within each member charity is provided to us by the lead contact, and reviewed each year as part of the membership renewal process and in accordance with our records management policy. We also collect contact information for individuals who sign up to our events which is held in accordance with our records management policy.

The personal information we hold is limited to names, work contact details and work addresses. We hold no sensitive personal data.

How we use Information

We hold only sufficient personal information on individuals within those charities to enable us to engage with our members effectively, and run the charity. This includes

- Inform them of upcoming events, including those run by other organisations where appropriate.
- Running events
- Circulate requests for information and help from members
- Delivering services such as benchmarking between members
- Conducting the administration of the charity.

Disclosure of information

We share this information with suppliers only where we have a contractual relationship to deliver services and administration, and with members, via the membership directory, which is only accessible to members.

For events such as the conference we will share attendee lists with sponsors.

Otherwise, we will only share this information with third parties with explicit permission, unless we are required to do so by law.

Storage and Security of Personal Information

We will use all reasonable endeavours to ensure that personal information is stored in a secure and confidential environment and that when the information is no longer needed it will be destroyed or permanently rendered anonymous, in accordance with our data and document retention policy.