

**PI UK Privacy Notice**

**Who We Are**

**The PROFIBUS Group – PUK** gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

**PI UK’s** registered office is at **Suite 183,** **19 Lever Street, Manchester, M1 1AN** and we are a Trade Association carrying out its business in England and Wales.We are registered on the Information Commissioner's Office Register of Data Controllers under registration number A8246656, and act as the data controller/data processor. Our designated Appointed Person for the organisation is Bob Squirrell, and he can be contacted at **bob.squirrell@profibus.com** **tel: +44 208 144 9597.**

**Information That We Collect**

**PI UK** processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

***The personal data that we collect from you is: -***

* Name
* Job Title
* Business Address, or home address if that is your stated place of business or address for business communications
* Business Email or email address used for business
* Work Telephone Number or home number if disclosed to us for business use.
* Mobile Telephone Number if disclosed to us for business use.
* Skype Address if disclosed to us for business use.

***We collect information in the below ways: -***

***Online or paper forms, emails sent us directly for business purposes, letters, phone enquiries, Skype or similar calls and text messages.***

**How We Use Your Personal Data (***Legal Basis for Processing)*

**PI UK** takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time. ***The purposes and reasons for processing your personal data are detailed below: -***

* *In the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address*
* *As part of our legal obligation for business accounting and tax purposes*
* *Enrolment for our events such as seminars, conferences and training courses*
* *To be able to analyse and act on the feedback you provide on our events that you attended*
* *To send you newsletters and bulletins as per your request*
* *To answer your questions*
* *To send you text books, certificates and other requested items*
* *To maintain lists of people that have taken our certified exams and the results of those exams*
* *To publish on the PI website lists of Certified People, where express permission has been given.*
* *To provide membership benefits the members of PI UK*
* *To publicise contact details of the designated representatives of members of PI UK*
* *To communicate with the designated representatives of members of PI UK*

**Your Rights**

You have the right to access any personal information that **PI UK** processes about you and to request information about: -

* What personal data we hold about you
* The purposes of the processing
* The categories of personal data concerned
* The recipients to whom the personal data has/will be disclosed
* How long we intend to store your personal data for
* If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

**Sharing and Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **PI UK** uses third-party companies to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

*We use R&A Squirrell Technology Marketing Management Ltd (TMM) to do our bookkeeping and tax returns and they act in the capacity of a processor on our behalf. The only information we provide them with is your name, address and order details to meet business and legal requirements. For more information about TMM, please read their Privacy Notice at* [*http://www.training.tmm.eu.com/privacy-policy/*](http://www.training.tmm.eu.com/privacy-policy/)

*We use The Rocket Science Group LLC d/b/a MailChimp, a State of Georgia limited liability company to process our mailing list and newsletters. For more information about MailChimp, please read their Privacy Notice at* [*https://www.dropbox.com/s/llt5c7dw3sow0h4/MailChimp%20-%20Privacy%20Policy.docx?dl=0*](https://www.dropbox.com/s/llt5c7dw3sow0h4/MailChimp%20-%20Privacy%20Policy.docx?dl=0)

*We use PROFIBUS Nutzerorganisation e.V. (PNO), Geschäftsstelle Haid-und-Neu-Straße 7,
76131 Karlsruhe, GERMANY to process our membership details, international member benefits and online register of members, members’ products and services, and certified people. For more information about PNO, please see their website at:* [*https://www.profibus.com/pi-organization/about-pi/contact/*](https://www.profibus.com/pi-organization/about-pi/contact/)

*We use Google to process our online event feedback. For more information, please read their Privacy Policy at:* [*https://www.dropbox.com/s/cvxfeycjh09alue/Google%20-%20Privacy%20Policy%20%E2%80%93%20Privacy%20%26%20Terms.pdf?dl=0*](https://www.dropbox.com/s/cvxfeycjh09alue/Google%20-%20Privacy%20Policy%20%E2%80%93%20Privacy%20%26%20Terms.pdf?dl=0)

*We use Dropbox to process our data storage. For more information, please read their Privacy Policy at:* [*https://www.dropbox.com/s/xuj5dtxr953wa70/Dropbox%20-Privacy%20Policy.pdf?dl=0*](https://www.dropbox.com/s/xuj5dtxr953wa70/Dropbox%20-Privacy%20Policy.pdf?dl=0%20)

*We use Intuit (QuickBooks) to process our online accounts. For more information on Intuit, please see their Privacy Shield Certification at:* [*https://www.dropbox.com/s/9k64gxpkf9mlbw3/Intuit%20%28QuickBooks%29%20-%20Privacy%20Shield%20Certification.pdf?dl=0*](https://www.dropbox.com/s/9k64gxpkf9mlbw3/Intuit%20%28QuickBooks%29%20-%20Privacy%20Shield%20Certification.pdf?dl=0)

*We use EventBrite to process our event registration. For more information, please read their Privacy Policy at:* [*https://www.dropbox.com/s/87b4mjy91yvzmwx/Eventbrite%20Privacy%20Policy%20\_%20Eventbrite%20Help%20Centre.pdf?dl=0*](https://www.dropbox.com/s/87b4mjy91yvzmwx/Eventbrite%20Privacy%20Policy%20_%20Eventbrite%20Help%20Centre.pdf?dl=0)

*We use Skype for telephone and text communication. For more information on Skype, please see their Privacy Shield Certification at:* [*https://www.dropbox.com/s/0ca41w7zc2b9nuq/Skype%20-%20Privacy%20Shield%20Certification.pdf?dl=0*](https://www.dropbox.com/s/0ca41w7zc2b9nuq/Skype%20-%20Privacy%20Shield%20Certification.pdf?dl=0)

**Safeguarding Measures**

**PI UK** takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

**SSL, TLS, encryptions, restriction, secure log-ins and passwords, 2-step verification, password-protected networks, Avast Premium and Vipre Business anti-virus and malware protection and various other application-specific safeguards.**

**Consequences of Not Providing Your Data**

You are not obligated to provide your personal information to **PI UK**, however, as this information is required for us to provide you with our services and for legitimate interests, we may not be able to offer some/all of our products or services without it.

**How Long We Keep Your Data**

**PI UK** only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data *(name, address, contact details*) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for newsletters and/or direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

**Promotions & Offers (*if applicable)***

Occasionally, **PI UK** would like to contact youwith details of offers, services, competitions/promotions that we provide. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by using the opt-out/subscribe options or by contacting **PI UK** directly.

If you consent to us contacting you with the above-mentioned marketing and offers, please tick to say you would like us to contact you: -

I agree ☐

**Lodging A Complaint**

**PI UK** only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

**PI UK**

**Bob Squirrell, Chairman**

**Suite 183, 19 Lever Street, Manchester, M1 1AN**

**Tel: + 44 208 144 9597, email: uk@profibus.com**

**Information Commissioner’s Office**

https://ico.org.uk/global/contact-us/helpline/

**Your Consent**

**PI UK** take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy. If you consent to us collecting and processing your personal data, please sign and tick to indicate below: -

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I consent to you processing my personal data: ☐

Scan and email form to: admin@profibus.org.uk