

PMI UK Chapter - Privacy policy



This policy is provided by PMI UK Chapter and is addressed to individuals with whom we interact including visitors to our website/s and our members.

For the purposes of this Privacy policy, PMI UK Chapter is the Data Controller.

As part of the Project Management Institute, the UK Chapter is committed to protecting your privacy and to developing technologies that provide a safe and secure membership experience.

In general, we will ask you when we need information that personally identifies you or allows us to contact you. For example, personal information is generally requested when you are asked to register before using our services, ordering email newsletters, voting in elections, mentoring or when registering for PMI UK Chapter events or viewing our content online.

This policy may be amended or updated from time to time to reflect changes in our practices with respect to the processing of personal data, or changes in applicable law. We encourage you to read this policy carefully, and to regularly check this page to review any changes we might make in accordance with the terms of this policy.

Definitions which may be used in the Document

- **‘Controller’** means the entity that decides how and why Personal Data is Processed. In many jurisdictions, the Controller has primary responsibility for complying with applicable data protection laws.
- **‘Data Protection Authority’** means an independent public authority that is legally tasked with overseeing compliance with applicable data protection laws.
- **‘Personal Data’** means information that is about any individual, or from which any individual is identifiable.
- **‘Process’, ‘Processing’ or ‘Processed’** means anything that is done with any Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- **‘Processor’** means any person or entity that Processes Personal Data on behalf of the Controller (other than employees of the Controller).
- **‘Sensitive Personal Data’** means Personal Data about race or ethnicity, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health, sexual life, any actual or alleged criminal offences or penalties, national identification number, or any other information that may be deemed to be sensitive under applicable law.

- **'Standard Contractual Clauses'** means the model contractual clauses for the transfer of personal data which have been approved by the European Commission.

Your Legal Rights

Subject to applicable law, you may have a number of rights regarding the Processing of your Personal Data, including:

- the right to request access to, or copies of, your Personal Data that we Process or control, together with information regarding the nature, processing and disclosure of those Personal Data;
- the right to request rectification of any inaccuracies in your Personal Data that we Process or control;
- the right to request, on legitimate grounds:
 - erasure of your Personal Data that we Process or control; or
 - restriction of Processing of your Personal Data that we Process or control;
- the right to object, on legitimate grounds, to the Processing of your Personal Data by us or on our behalf;
- the right to have your Personal Data that we Process or control transferred to another Controller, to the extent applicable;
- where we Process your Personal Data on the basis of your consent, the right to withdraw that consent; and
- the right to lodge complaints with a Data Protection Authority regarding the Processing of your Personal Data by us or on our behalf.

This does not affect your statutory rights.

To exercise one or more of these rights, or to ask a question about these rights or any other provision of this Policy, or about our Processing of your Personal Data, please use the contact details provided at the end of the document.

Use of Your Personal Information

The personal information we collect from you will be used by PMI UK Chapter to provide the service or carry out the transaction you have requested or authorised. This may include using the personal information for the following purposes:

- To provide you with important information about the product or service that you are using, including critical updates and notifications;
- To make a site or service easier to use by eliminating the need for you to repeatedly enter the same information or by customizing the site or service to your particular interests or preferences;
- To improve the product or service and to provide better customer service to users.

PMI UK Chapter does not give, sell, rent, or lease its customer lists to third parties. PMI UK Chapter may disclose personal information if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law, or comply with legal process served on PMI UK Chapter or the website; (b) protect and defend the rights or property of PMI UK Chapter, and, (c) act in urgent circumstances to protect the personal safety of users of PMI UK Chapter, its websites, or the public.

The amount of personal information you are required to supply will normally be limited to that which is necessary to supply the service or carry out the transaction that you have requested. Any other information being requested will be labeled as optional.

Personally identifiable information (PII) collected by PMI UK Chapter may be stored and processed in UK, the United States or any other country in which PMI UK Chapter or its affiliates, subsidiaries, or agents maintain facilities. It will be password secured and access to the PII will only be granted to PMI UK Chapter Staff & Volunteers who need access to undertake lawful activities.

Accessing Your Personal Information

All PMI UK Chapter website member users have access to their membership information via the "PMI Login" on our website or the main PMI website. Simply log in to administer your data. Additional Branch email lists are maintained by the PMI UK Chapter and all outbound emails will feature instructions on how to Opt-in/Opt-out of communication services or stop communications altogether.

Processing your Personal Data

We may collect personal data about you, such as your name, address, events attended and contact details etc.

We may rely on one or more of the following justifications for processing, depending on the circumstances:

- We have obtained your prior express consent to the processing (this legal basis is only used in relation to processing that is entirely voluntary – it is not used for processing that is necessary or obligatory in any way);
- The processing is necessary in connection with any contract including membership that you may enter into with us;
- The processing is required by applicable law;
- The processing is necessary to protect the vital interests of any individual; or
- We have a legitimate interest in carrying out the processing for the purpose of managing, operating or promoting our business, and that legitimate interest is not overridden by your interests, fundamental rights, or freedoms.

Examples of sources from which we may collect data include the following:

- We may obtain your personal data when you provide it to us (e.g., where you contact us via email or telephone, register for an event or by any other means).
- We may receive your personal data from other members of the PMI network, to the extent that those members provide it to us.
- We may collect or obtain personal data when you visit our Sites or use any features or resources available on or through a Site. When you visit a Site, your device and browser may automatically disclose certain information (such as device type, operating system, browser type, browser settings, IP address, language settings, dates and times of connecting to a Site and other technical communications information), some of which may constitute personal data.

Creation of Personal Data

We may also create personal data about you, such as your membership account details, PDUs earned, Events attended etc.

In some circumstances, you may provide us with personal data about others (e.g., when participating in events, or providing feedback to us). Whenever you provide any such personal data, we rely on you to ensure that you have a lawful basis for providing such personal data to us, and that you have complied with applicable law and with the terms of this policy. If you are unable to do so, please refrain from providing the personal data of third parties to us.

How we will use your Personal Data

The purposes for which we may use your personal data, subject to applicable law, include:

- Provision of services to you: providing membership services, and related services, to you; making our Sites available to you; providing relevant materials to you; inviting you to relevant events and discussions; and otherwise communicating with you in relation to those services.
- Management of membership relationships: managing our relationships with our members, and between our members; ensuring that members adhere to the applicable membership agreements; resolving disputes; and membership-related administrative functions.
- Our Sites: operating and managing our Sites; providing content to you; displaying advertising and other information to you; and communicating and interacting with you via our Sites.
- Marketing communications: communicating with you via any means (including via email, telephone, text message, social media, post or in person) news items and other information in which you may be interested, subject to ensuring that such communications are provided to you in compliance with applicable law.
- Communications and IT operations: management of our communications systems; operation of IT security; and IT security audits.
- Health and safety: health and safety assessments and record keeping; and compliance with related legal obligations.
- Financial management: sales; finance; corporate audit; and vendor management.
- Surveys: engaging with you for the purposes of obtaining your views on relevant issues and topics.
- Improving our products and services: identifying issues with existing services; planning improvements to existing services; creating new services.

International Transfer of Data

Because of the international nature of our business, we may need to transfer your Personal Data to other entities within the PMI network, and to third parties as noted below, in connection with the purposes set out in this Policy. For this reason, we may transfer your Personal Data to other countries that may have different laws and data protection compliance requirements to those that apply in the country in which you are located.

Where we transfer your Personal Data to other countries, we do so on the basis of Standard Contractual Clauses. You may request a copy of our Standard Contractual Clauses using the contact details provided at the end of the document.

Disclosure of Personal Data to third parties

We may disclose your personal data to other qualified members of the PMI network only for legitimate purposes (including providing services to you and operating our Sites), in accordance with applicable law. In addition, we may disclose your personal data to:

- legal and regulatory authorities, upon request, or for the purposes of reporting any actual or suspected breach of applicable law or regulation;
- accountants, auditors, lawyers and other outside professional advisors to the PMI network, subject to binding contractual obligations of confidentiality;
- third party Processors (such as providers of payment processing services), located anywhere in the world, subject to the requirements noted below in this Section 0;
- any relevant party, law enforcement agency or court, to the extent necessary for the establishment, exercise or defence of legal rights;
- any relevant party for the purposes of prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security;

If we engage a third-party Processor to process your personal data eg; outbound Chapter emails, newsletter distribution etc. the Processor will be subject to binding contractual obligations to: (i) only process the personal data in accordance with our prior written instructions; and (ii) use measures to protect the confidentiality and security of the personal data; together with any additional requirements under applicable law.

Data Accuracy

We take every reasonable step to ensure that:

- your Personal Data that we Process are accurate and, where necessary, kept up to date; and
- any of your Personal Data that we Process that are inaccurate (having regard to the purposes for which they are Processed) are erased or rectified without delay.

From time to time we may ask you to confirm the accuracy of your Personal Data.

Data Retention

The criteria for determining the duration for which we will keep your personal data are as follows: we will retain copies of your personal data in a form that permits identification only for as long as is necessary in connection with the purposes set out in this policy, unless applicable law requires a longer retention period. In particular, we may retain your personal data for the duration of any period necessary to establish, exercise or defend any legal rights.

Security of Your Personal Information

PMI UK Chapter carefully protects the security of the personal information you provide to the UK Chapter or PMI. When sensitive personal information is transmitted over the Internet, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Use of Cookies

A cookie is a small text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you or your computer and can only be read by a web server in the domain that issued the cookie to you.

PMI UK Chapter does use cookies to maintain your login allowing us to register you for Events and to grant you access to content that is only available to 'logged in' Users.

Anonymized aggregated statistics about website usage are also collected to allow us to monitor, refine and improve the website experience for our Users and are only used for internal tracking purposes, you have the ability to accept or decline cookies. We anonymize any IP addresses also.

Most web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer but this will affect your access to our 'logged in' content.

Contact Information

At PMI UK Chapter, your privacy is very important to us. Our privacy principles represent our commitment to ensuring that your personal information is safe and secure.

If you believe that PMI UK Chapter has not adhered to these policies, please contact us by email or postal mail and we will engage all reasonable efforts to promptly identify and remedy the problem.

Email - Service@pmi.org.uk

Phone – 0208 751 5626

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