

## 1. Introduction

1.1 This privacy policy will explain how HEDQF uses the personal data we collect from you when you use our website.

## 2. What data do we collect?

2.1 HEDQF collects the following data:

- Personal identification information (Name, email address, phone number, organisational details.).
- Registration details for attendance at our events.

## 3. How do we collect your data?

3.1 You directly provide HEDQF with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our events or services.
- Voluntarily complete a stakeholder survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

3.2 HEDQF may also receive your data indirectly from Partner organisations who take registrations on behalf of HEDQF.

## 4. How will we use your data?

4.1 HEDQF collects your data so that we can:

- Process your order, manage your account.
- Email you with special offers on events and services we think you might like.

4.2 HEDQF may share your name, job role and institution name with partner organisations, e.g. for attendance lists at events.

## 5. How do we store your data?

5.1 HEDQF securely stores your data at The London Data Centre that is used for the website hosting. HEDQF administration keeps contact and membership status information but no bank or card payment details.

5.2 HEDQF will keep your contact and membership status information limited to the above but this will be deleted if requested by you.

## 6. Communication

6.1 HEDQF would like to send you information about events and services of ours that we think you might like, as well as those of our partner organisations e.g AUDE, RIBA.

6.2 If you no longer wish to remain on our mailbase, please email [admin@hedqf.org](mailto:admin@hedqf.org)

## 7. What are your data protection rights?

7.1 HEDQF would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- The right to access - You have the right to request HEDQF provide copies of your personal data.

- The right to rectification - You have the right to request that HEDQF correct any information you believe is inaccurate. You also have the right to request HEDQF to complete information you believe is incomplete.
- The right to erasure - You have the right to request that HEDQF erase your personal data.
- The right to restrict processing - You have the right to request that HEDQF restrict the processing of your personal data.

7.2 If you make a request, will respond to you within 30 days.

7.3 If you would like to exercise any of these rights, please contact us at [admin@hedqf.org](mailto:admin@hedqf.org)

## **8. What are cookies?**

8.1 Cookies are computer text files used to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

8.2 For further information, visit [allaboutcookies.org](http://allaboutcookies.org)

## **9. How do we use cookies?**

9.1 HEDQF uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

## **10. What types of cookies do we use?**

10.1 There are a number of different types of cookies, however, our website uses:

- Functionality - HEDQF uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and your location.

## **11. How to manage cookies**

11.1 You can set your browser not to accept cookies, and our website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

## **12. Privacy policies of other websites**

12.1 The HEDQF website contains links to other websites. Our privacy policy applies only to our website if you click on a link to another website, you should read their privacy policy.

## **13. Changes to our privacy policy**

13.1 HEDQF keeps its privacy policy under regular review. The current version of this policy will be displayed on our website.

## **14. How to contact us**

14.1 If you have any questions about HEDQF's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at [admin@hedqf.org](mailto:admin@hedqf.org)

## **15. How to contact the appropriate authority**

15.1 Should you wish to report a complaint or if you feel that HEDQF has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office at <https://ico.org.uk/>