



# Engineering & Manufacturing Network

## Engineering & Manufacturing Network Privacy Policy

### Our contact details

**Name:** Engineering & Manufacturing Network

**Address:** S07 Tanfield Lea Business Centre, Stanley, County Durham, DH9 9DB

**Phone Number:** 0191 603 0075

**E-mail:** [ailsa@emn.org.uk](mailto:ailsa@emn.org.uk)

**Website:** [www.emn.org.uk](http://www.emn.org.uk)

**Date:** 29th December 2022

### The type of personal information we collect

We currently collect and process the following information:

- Names, job roles and email addresses of contacts within the membership company along with characteristics of the member company and billing details

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Provision of information from EMN as a member company

We also receive personal information indirectly, from the following sources in the following scenarios:

- Your company (as a member of EMN) so that we can communicate with relevant employees of the member company directly

We use the information that you have given us in order to share useful work related information across the network in line with our terms of membership.

We may share this information with our Affiliate or Board members or other members of the Engineering & Manufacturing Network for the purposes of highlighting business opportunities that are potentially beneficial.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting [chris@emn.org.uk](mailto:chris@emn.org.uk)**

## **How we store your personal information**

Your information is securely stored.

We keep names, email addresses, phone numbers and job role information for the period of membership plus 12 months. We will then dispose your information by deleting or archiving the electronic record.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** – You have the right to ask us for copies of your personal information.

**Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** – You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [chris@emn.org.uk](mailto:chris@emn.org.uk) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [ailsa@emn.org.uk](mailto:ailsa@emn.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

### **The ICO's address:**

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

**Helpline number:** 0303 123 1113

**ICO website:** <https://www.ico.org.uk>