



Engineering & Manufacturing Network

Engineering and 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: enquiries@emn.org.uk

Website: 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
- Emails of contacts within the membership company
- Characteristics of the member company
- Billing details

How we get the personal information and why we have it

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

- As a member company of EMN so we can send you relevant and useful information
- As a visitor or exhibitor at EMCON so that we can inform you of requirements and arrangements for the exhibition and future exhibitions

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

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 also retain exhibitor and visitor attendance information. 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 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

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>