



The Energy Industries Council privacy policy

1. Introduction

1.1. Who we are

The Energy Industries Council ("EIC") is a company limited by guarantee registered in England and Wales with company number 493459, whose registered office is at 89 Albert Embankment, London SE1 7TP.

References in this policy to "we" or "us" are to the Energy Industries Council.

We have notified our data processing activities with the Information Commissioner's Office and our registered number is Z4952444.

We respect your right to privacy and will only process personal information you provide to us in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and other applicable privacy laws.

If you have any questions about how we collect, store and use personal information, or if you have any other privacy-related questions, please contact us by any of the following means:

- phone us at: 020 7091 8600
- e-mail us at in gdpr@the-eic.com, or,
- write to us at 89 Albert Embankment, Vauxhall, London, SE1 7TP

1.2. EIC are intent on safeguarding your privacy while using the EIC website and database. This policy will explain how EIC will treat your personal information.

1.3. By using our website and agreeing to this policy, we recommended that you do accept our cookies, to ensure all the features of our web site perform correctly.

2. Processing your personal information

2.1. EIC may collect, store and use the following types of personal information:

- (a) Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, length of visit, page views and website navigation paths);
- (b) Information that you provide when completing your event or training registration on our website (including your name, some employment details and dietary requirements) or any other details pertinent to the event or training courses;
- (c) Information that you provide to EIC for the purpose of subscribing to our email notifications and/or newsletters - including your name and email address;
- (d) Information that you provide to EIC when using the services on our website, or that is generated in the course of the use of those services including the schedule and relevant course information;

- (e) Information relating to any purchases you make regarding EIC events, training courses or any other products or services that you enter into through our website (including a name(s), address, telephone number, email address(es), dietary requirements and card details);
- (f) Information that you post to our procurement guide website for publication on the internet (including your company details, a name, email address, telephone number and the content of your posts);
- (g) Information contained in or relating to any communication that you send to us or send through our website (including the communication content and metadata associated with the communication); and
- (h) Any other personal information that you may choose to send to us.

2.2. Before you disclose to us the personal information of another person, you must obtain that person's consent to both the disclosure and the processing of that personal information in accordance with this policy.

3. Using your personal information

3.1. We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

3.2. All our website financial transactions are handled through our payment services provider, SagePay. You can review the provider's privacy policy at <http://www.sage.co.uk/legal-and-site-information/privacy-and-cookies>. EIC will share information with our payment services provider only to the extent necessary for the purposes of processing payments you make via our website, refunding such payments and dealing with complaints and queries relating to such payments and refunds.

4. Disclosing personal information

4.1. EIC may disclose your personal information to any of our employees and officers insofar as reasonably necessary for the purposes set out in this policy.

4.2. EIC may disclose your personal information to any member of our offices, this means our subsidiaries insofar as reasonably necessary for the purposes set out in this policy.

4.3. EIC may disclose your personal information:

- (a) To the extent that EIC are required to do so by law;
- (b) In connection with any ongoing or prospective legal proceedings;
- (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) To the purchase (or prospective purchaser) of any business or asset that EIC are (or contemplating) selling; and

- (e) To any person who EIC reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court of authority would be reasonably likely to order disclosure of that personal information.

5. International data transfers

- 5.1.** Information that EIC collect may be stored and processed in and transferred between any of the countries in which EIC operate in order to enable us to use the information in accordance with this policy.
- 5.2.** Information that EIC may collect in relation to events and delegations may be transferred to countries which do not have data protection laws. EIC will make every effort to ensure the data is secure.
- 5.3.** Personal information that you publish on our website or submit for publication on our website may be available, via the internet, around the world. EIC cannot prevent the use or misuse of such information by others.

6. Retaining personal information

- 6.1.** This Section 6 sets out our data retention policies and procedures, which are designed to help ensure that EIC comply with our legal obligations in relation to the retention and deletion of personal information.
- 6.2.** Personal information that EIC process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6.3.** Without prejudice to Section 6.2, EIC will usually delete personal data falling within the categories set out below at the date/time set out below:
 - (a) Email address will be deleted within 28 days of notification
 - (b) All personal data will be anonymised 12 months after membership expires or we are requested to remove the data. This is to allow data anonymous regional data analytics to be processed for reports.
- 6.4.** Notwithstanding the other provisions of this Section 6, EIC will retain documents (including electronic documents) containing personal data:
 - (a) to the extent that EIC are required to do so by law;
 - (b) if EIC believe that the documents may be relevant to any ongoing or prospective legal proceedings; and
 - (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

7. Security of personal information

- 7.1.** EIC will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.
- 7.2.** EIC will store all the personal information you provide on our secure (password and firewall protected) servers.

- 7.3 All electronic financial transactions entered into through our website will be protected by encryption technology.
- 7.4 You acknowledge that the transmission of information over the internet is inherently insecure, and EIC cannot guarantee the security of data sent over the internet.
- 7.5 You are responsible for keeping the password you use for accessing our website confidential; EIC will never ask you for your password (except when you log in to our website electronically).

8. Amendments

- 8.1. EIC may update this policy from time to time by publishing a new version on our website.
- 8.2. You should check this page occasionally to ensure you are happy with any changes to this policy.
- 8.3. EIC may notify you of changes to this policy via email or a notification on our web page.

9. Your rights

- 9.1. You may instruct us to provide you with any personal information EIC hold about you; provision of such information will be subject to: the supply of appropriate evidence of your identity (for this purpose, EIC will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).
- 9.2. EIC may withhold personal information that you request to the extent permitted by law.
- 9.3. You may instruct us at any time not to process your personal information for marketing purposes.
- 9.4. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or EIC will provide you with an opportunity to opt out of the use of your personal information for marketing purposes.

10. Third party Websites

- 10.1. Our website includes hyperlinks to, and details of, third party websites.
- 10.2. EIC has no control over, and are not responsible for, the privacy policies and practices of third parties.

11. Updating information

- 11.1. Please let us know if the personal information that EIC hold about you needs to be corrected or updated.