You may have heard that a new data privacy law has been introduced in the UK from 25 May 2018. It is known as the General Data Protection Regulation (GDPR). It gives you more control over your personal information and how it is used. It is our statutory responsibility to provide you with the information contained in this policy.

***What's changed?***

European Data Protection law changed on 25 May 2018. Like all organisations that use your personal information, the Trust now has to provide more information about the purposes for which we hold and use your personal data, the rights you have over it and what this means in practice. So we’ve taken this opportunity to update our Privacy Policy.

The way that we use your data hasn’t changed, and we still give it the same level of care and protection as in the past. We hope we’ve explained the new policy clearly and simply, but if you want to find out in more detail about the new data protection regulation, go to the Information Commissioners office (ICO) (the UK's independent body, that was set up to uphold information rights) website, ICO contact details are below.

***Our promise to you:***

The International Records Management Trust is committed to protecting your privacy. We’ll always keep your personal information safe and will never sell it to third parties. We’ll be clear and open with you about why we collect your personal information and how we use it. Where you have choices or rights, we’ll explain them to you and respect your wishes. If you have any concerns or questions, please feel free to contact our Data Protection Officer, pnorth@irmt.org.

***Who's in control of your information?***

You are. Throughout this Privacy Policy, ‘we’ means the International Records Management Trust. The Trust is a United Kingdom-based charity, established in 1989 to develop new strategies for managing records and information internationally. Our website is [www.irmt.org](http://www.irmt.org). Our address is Unit 7, 37 Bagshot Street, London, SE17 2QW.

***What data might we collect and how do we use it?***

We do not hold a database on individuals or organisations with whom we might come into contact.

The personal data that we might come into contact with - but which we do not and have not actively collected from you might include: your email address if you contact us; your Internet Protocol (IP) address if you visit our website, and details of which version of web browser you used, information on how you use the site, and page tagging techniques.

We might occasionally use Google Analytics to understand information about how you use our website. We are aware that Google Analytics software might collect location information on users of our website, but does not collect names, addresses, or email addresses. We would use Google Analytics to help make sure our site is meeting the needs of its users and to help us make improvements, for example improving site search, gathering feedback to improve our services or responding to any feedback you send us. For information, Google Analytics automatically collects and stores information about:

 the pages you visit

 how long you spend on each page

 how you got to the site

 what you click on while you’re visiting the site

We do not have access to, collect or store your personal information (for example your email, name or address) so this information cannot be used to identify who you are.

*If* we were to obtain personal information from you and with your consent we would never sell or rent your data to third parties or share your data with third parties for marketing purposes. We would only share your data if we are required to do so by law, for example, by court order, or to prevent fraud or other crime. We would only retain your personal data for as long as long as it was needed for the purposes set out in this document or as long as the law requires us to. In general, this means that we would only hold your personal data for a minimum of 1 year and a maximum of 7 years.

***Children’s privacy protection***:

Our services are not designed for, or intentionally targeted at, children 13 years of age or younger. We do not intentionally collect or maintain data about anyone under the age of 13.

***How we would protect your data and keep it secure:***

If we were to hold data on you we would protect your data using passwords and protected files and store it in password protected locations.

***Your rights***

You have the right to request information about how your personal data is processed and to receive a copy of that personal data on request, or request changes to your information where appropriate. If anything is inaccurate in your personal data, you can expect that it will be corrected immediately.

You can also raise an objection about how your personal data is processed, request that your personal data is erased if there is no longer a justification for it or ask that the processing of your personal data is restricted in certain circumstances. If you wish to request any of these changes, get in contact with our Data Protection Officer.

***Links to other websites***

Our website may at times contain links to other websites. This privacy policy only applies to our website, and doesn’t cover other services and groups that we might link to. These services have their own terms and conditions and privacy policies. If you go to another website from ours, read the privacy policy on that website to find out what it does with your information.

If you come to the International Records Management Trust website from another site, we may receive information from the other website. We do not use this data. You should read the privacy policy of the website you came from to find out more about this.

***Changes to this policy***

If in the future we need to make changes to this privacy policy, and if this affects how your personal data is processed, we will take all reasonable steps to let you know.

***Make a complaint***

Contact our Data Protection Officer (DPO) if you have any questions about anything in this document or if you think that your personal data has been misused or mishandled:

Data Protection Officer: pnorth@irmt.org.

You can also make a complaint to the Information Commissioner, who is an independent regulator.

casework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

Information Commissioner's Office

Wycliffe House,  Water Lane

Wilmslow, Cheshire SK9 5AF

If you would like any data we might hold on you to be deleted please write to pnorth@irmt.org.