**ARTS AND HUMANITIES ALLIANCE (AHA)**

**DATA PROTECTION POLICY**

The Introduction of the EU General Data Protection Regulations 2018 (GDPR; <https://www.eugdpr.org/>) will not signify significant change for the AHA as a ‘data controller’, or holder of personally identifiable information (PII): we understand that we do not need to register as an entity with GDPR, nor do we need to appoint a data protection officer. In setting our Data Protection protocols for the purpose of complying with the GDPR, the AHA has adhered to the following principles:

* We will collect and retain only the minimum data that is necessary for the smooth running of the AHA such as email communications with representatives of affiliate learned societies about AHA-related business.
* Affiliate societies’ representatives’ email addresses are managed securely via Jiscmail and are therefore not shared with third parties.
* Affiliate societies’ representatives may opt to share their mobile phone numbers with AHA for the purposes of participation in a WhatsApp group. This is entirely optional and representatives do so in the knowledge that their phone numbers will be available to other members of the group.
* We will consult all affiliate societies on an annual basis to ensure that the data we hold about representatives is correct.
* Provision of data concerning representatives by an affiliate society will constitute consent for AHA’s holding of that data.
* We will automatically delete any data held regarding representatives of societies that do not respond to our annual consultation on affiliation.
* Affiliate society representatives will have the right to see and to correct the data we hold about them / their society.
* A complete withholding of consent to the retention of data will make it impossible for the representative to receive communications from the AHA.

**What data will we hold relating to you as a representative of your learned society?**

* Full name of representative and name of learned society – required for identification
* Representative’s or society’s email address – for default contact with you as representative of that society
* Represenative’s phone number – if you choose to participate in the WhatsApp group.

**Use of your data**

We will only use your data to communicate with you about AHA business via the AHA jiscmail list and, if you have opted in, via the AHA WhatsApp group.

**Where and how is your data held?**

Names of societies and representatives email addresses are held on Jiscmail. Affiliates who wish to join the WhatsApp group will be sent a link to do so – we do not therefore handle your phone number directly although you should recognise that it will be accessible to all other members of the WhatsApp group.

**How long will your data be retained?**

Your data as learned society representative will be deleted as soon as you tell us that you are no longer the representative of that society, or you fail to respond to our annual consultation on affiliation, whichever is sooner.

**Your right to access, rectify or erase the personal data**

You may contact the AHA Chair at any time to ask for access to, and rectification of, your own data as a learned society representative. You can ask for your personal data to be removed at any time, although if you do this without providing that of a new representative, your learned society will cease to be an affiliate of the AHA.

**Who else may see your data?**

We will not pass your data on to any commercial third party.