

Personal Information

We value your privacy and the way in which your personal information is treated is very important to us. We may collect personal information from you in the course of our business, including through your use of our website.

The personal information includes: your name (including name prefix or title), the company/organization/institution you work for and your title or position, your contact information, such as email address and any other information relating to you which you may provide to us.

We collect information from you as part of our business acceptance processes in the course of providing our services. We may collect or receive information about you from other sources, such as keeping the contact details we already hold for you accurate and up to date using publicly available sources.

Your personal information will normally be retained in a database and used by us for business purposes such as: to provide our services to you, to promote our services (including sending updates, publications and details of events) and to administer our relationship with you

We use a variety of technical and organisational measures to help protect your personal information from unauthorised access, use, disclosure, alteration or destruction.

We do not sell, rent or otherwise make personal information commercially available to any third party.

Use of website

A number of facilities on our website invite you to provide us with personal information. The purpose of these facilities is apparent at the point that you provide your personal information and we only use that information for those purposes.

Our website uses Google Analytics, a web-based analytics tool that tracks and reports on the manner in which the website is used to help us to improve it. Google Analytics does this by placing small text files called 'cookies' on your device. The information that the cookies collect, such as the number of visitors to the site, the pages visited and the length of time spent on the site, is aggregated and therefore anonymous. To find out more details about cookies, including how to manage and delete them, please visit www.allaboutcookies.org.

Marketing

We use personal information to understand whether you read the emails that we send to you, click on the links to the information that we include in them and whether and how you visit our website after you click on that link (immediately and on future visits). We use that information in order to assess, analyse and improve the services that we provide.

If you receive marketing communications from us and no longer wish to do so, you may unsubscribe at any time by clicking 'unsubscribe' at the very bottom of our emails or [email us directly](#)

Your Rights

The European Union's General Data Protection Regulation and other applicable data protection laws provide certain rights for data subjects.

- You are entitled to request details of the information we hold about you and how we process it.
- You are entitled to request correction of the personal information that we hold about you.
- You are entitled to object to processing of your personal information
- You are entitled to request the restriction of processing of your personal information.
- You are entitled to lodge a complaint with a local supervisory authority
- You are entitled to withdraw your consent to the collection, processing and transfer of your personal data ("Opt-out"). You have the right to Opt-out at any time. Once we have received notification that you have Opted-out we will no longer process your personal data. To Opt-out or withdraw your consent please click here. To make any other changes to how we process your personal data please click here supplying your name and contact details