

Council of Employment Judges Privacy Notice for Members

This Privacy notice sets out the information that the Council of Employment Judges (“CEJ”) hold about you, how it is collected and how we use it. It applies to current, future and former members.

The Council of Employment Judges is the data controller and responsible for processing your personal data.

1. The categories of personal data obtained

We hold the following personal data:

- Contact details including name, address, email address, telephone number, region, whether you are salaried or fee paid and bank account details

Special category data:

- Dietary requirements
- If you require any reasonable adjustments in connection with your membership or attending CEJ events

We may also collect name and dietary requirements and reasonable adjustment requirements for your partner if they have attended or will attend a CEJ conference

This data is all sourced from members directly.

2. The purposes of the processing

We use your data to administer your membership of CEJ, update you on CEJ matters and invite and organise your attendance at CEJ events such as the AGM and the annual CEJ conference.

We may also use your data to invite you to take part in surveys or obtain feedback on matters of interest to the members.

3. The lawful basis for the processing

- We process your contact details where it is necessary for CEJ’s legitimate interests and these interests do not outweigh yours or your fundamental rights.
- We process your special category data processing in the course of our legitimate activities with appropriate safeguards that the personal data will not be disclosed to a third party without your consent.
- Based on your explicit consent.

Where you have provided your consent, we will process your Personal Data for discretionary purposes, specified at the time of collection. For example, we will ask for your consent to share dietary requirements with a conference venue.

4. The legitimate interests for the processing

We will use your personal details to contact you with information that in pursuance of the CEJ constitution are within our legitimate interests.

We also process your data where this is necessary for our administration of your CEJ membership and to manage our relationship and correspondence with you, on the basis that we have a legitimate interest in doing this.

5. Protecting vital interests

We may need to inform a third party of your situation, for example if you become seriously ill whilst attending a CEJ event. In these circumstances we would share this information with emergency services and / or other members travelling with you and we would consider this type of processing as being necessary to protect your and other relevant individuals' vital interests.

6. The recipients or categories of recipients of the personal data

We will only share your personal data with third party processors who provide services to our organisation such as our bank, accountants and conference venues. We will not transfer your personal data outside of the European Economic Area (EEA).

7. The retention periods for the personal data

In relation to your contact details we will retain these whilst you are members and for as long as reasonably necessary to fulfil any legal requirements. In relation to the special category data we hold this will be deleted following the event attended.

8. Your rights

You have a number of legal rights relating to your personal data, which are outlined here:

- The right to make a subject access request. This enables you to receive certain information about how we use your personal data, as well as to receive a copy of it and to check that we are lawfully processing it.
- The right to request that we correct incomplete or inaccurate personal data that we hold about you.
- The right to request that we delete or remove personal data that we hold about you where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

- The right to object to our processing your personal data where we are relying on our legitimate interest (or those of a third party), where we cannot show a compelling reason to continue the processing
- The right to request that we restrict our processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

The right to withdraw consent. If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time.

9. The right to lodge a complaint with a supervisory authority

To exercise any of the above rights, or if you have any questions relating to your rights, please contact us via your regional representative.

If you are unhappy with the way we are using your personal information, you can also complain to the UK Information Commissioner's Office or your local data protection regulator. We encourage you to contact us to resolve your complaint first.