

SATEFL

The Scottish Association for the
Teaching of English as a Foreign Language



DATA PROTECTION STATEMENT

As an individual member of SATEFL we ask you to consent to the use of your data as follows:

What data do we collect?

Your name, email address and membership payment details (if invoiced or pay via Pay Pal) are collected by SATEFL.

Why do we collect this data?

The purpose of collecting this data is to help us manage your annual membership with SATEFL and arrange times for renewal. Additionally, we use this data to keep you informed about events and other SATEFL related news.

How long will my data be stored?

Your data is stored on cloud-based spreadsheets. These spreadsheets are password protected and only SATEFL the Committee Treasurer and Secretary have access to them.

Who will have access to my data?

The data we collect will be accessed by the Treasurer / Membership Secretary who is responsible for maintaining membership records. We will not share your data with any third parties except to confirm membership for those applying for reduced IATEFL rate.

How long will my data will be kept for?

The data is kept while you are a member and for two years following the expiration of your membership.

How can I contact you if I have any questions about my data?

You can request a copy of your data to be sent to you at any time by emailing us: satefltreasurer@gmail.com.

You can also contact satefltreasurer@gmail.com to request an amendment or the withdrawal of your consent at anytime in the future.