



Privacy Policy

Association of Democratic Services Officers (ADSO) - Privacy Statement

You will note our website policy, and where you provide your information on this website you are giving your data to ADSO. We take decisions on how we control, process and protect your data. We comply with all relevant legislation regarding the protection, storage and use of your data and have set out explicitly how we use your data below. In establishing this policy, we have sought to fully comply with GDPR requirements and we have taken account of the fact that ADSO is a membership organisation that exists to support and assist its members.

A membership subscription runs annually and we will ensure this policy is brought to the attention of members on renewal or any new application. Details of those ceasing to be a member will be removed from our systems within 6 months of the renewal date. No information will be sent to that email or the information shared during that time.

Data you provide when you register as a member

We will only use the data you provide in the registration process for the purposes of administering your membership. In registering as a new member on the website you are consenting to receive communications regarding your membership as outlined below, however if you ever wish to change or stop the way we use your data you can contact us directly at any time. We will never sell your data, use your data for profiling, automated decision making, or targeting or give access to your data to any other organisations for marketing or any other purposes than specific member benefits you have requested and to those organisations running services for us, as shown below:

- Sunderland City Council – membership
- East Midlands Councils – training administration
- South West Employers – ADSO qualifications
- Lupton Wood and Partners Limited – our financial administrators who process our income and expenditure
- International Institute of Municipal Clerks (IIMC) – Membership of IIMC comes as part of the ADSO membership. You will receive details of training and events such as the symposium as well as the newsletter

In the event of the services we provide being changed and/or administered by a new provider you will be notified. Any data migration to assist that change will be administered in accordance with GDPR.

Specifically, we will use your member registration information to send you:

- ADSO weekly newsletters
- Information regarding our training and our annual conference
- Regional information
- Job vacancies
- Notices regarding the annual AGM
- Other relevant ADSO related information as required

We will also use your data to:

- Check your eligibility for member benefits as you seek to take advantage of them
- Communicate with you for the purposes of administering your membership, for example to send you a welcome email, or annual reminders when membership subscriptions are due if you are an individual member or the local authority contact for a membership

If you specifically register within the website additionally for regional information then you will receive communications specific to that Branch. This will include direct communication from regional representatives supporting the regions, regarding regional meetings, events, training and items of regional interest etc.

We will never share data with a third party other than those organisations listed above or in the event of the providers changing, to that new provider. As advised, if the provider of any of our services changes we will notify you.

Who to contact with data queries or our policy

If at any time at all you would like to contact us to make a change to how we use your data, to request that we no longer use your data or to make any requests regarding your data or have any queries then please contact: john.austin@adso.co.uk Verification, updating or amendment of personal data takes place within a week of the request however changes may take up to 28 days to take force across all of our systems.

If you would like to make a subject access request or exercise any of your rights under GDPR such as the right to be forgotten please get in touch with john.austin@adso.co.uk

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