

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR. This privacy notice covers the general activities of RenewableUK. It will be supplemented by specific privacy notices for relevant events and other activities when collection and processing of personal data takes place.

2. Responsibilities

- 2.1 The Data Protection Officer / GDPR Owner is responsible for ensuring that this notice is made available to data subjects prior to RenewableUK collecting/processing their personal data.
- 2.2 All Employees/Staff of RenewableUK who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

RenewableUK is a trade body supporting members working in renewable electricity. Based in the UK, we deliver services which help members to grow their businesses at home and internationally. To support this work, we provide a range of communication and event services which deliver value to members. Some of these services are also available to non-members.

Our Data Protection Officer / GDPR Owner and data protection representatives can be contacted directly here:

- dpo@RenewableUK.com
- 0207 901 3000

The personal data we would like to collect from you is:

Personal data type	Source
Job Title	Via bookings for events, registration for membership or general enquiries about RenewableUK work.
Job Type/Level	As above
Sector Type	As above
Employer	As above

Phone	As above
Email	As above
Social Media address (e.g. Twitter or LinkedIn identity)	As above
Relevant PA or contact details of any colleague making this booking on another's behalf	As above
Age	As above
Gender	As above

The personal data we collect will be used for the following purposes:

- Communication to members on RenewableUK membership activities and our work
- Communication to prospective members about RenewableUK membership
- Communication on events and initiatives relating to renewable electricity.

Our legal basis for processing for the personal data:

- As a trade body for the renewable electricity sector we receive contact data from our members and wider industry supply chain.
- We manage communication with members and our wider industry on our work and activities in the sector.
- We manage bookings made to attend our events, and will communicate on these and related events
- This data is used to further industry development, including supporting supply chain development and information sharing.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- Provision of information to contacts received in the course of our trade association work from companies operating within our sector
- Provision of information to contacts received in the course of running equivalent sector events.

We do not collect or process special categories of personal data:

3.2 Consent

When we ask for personal data we will ask for permission to process your personal data specifically for the purposes identified.

Consent is required for RenewableUK to process both types of personal data, but it must be explicitly given. Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time either by:

- unsubscribing by clicking on an unsubscribe link in relevant electronic communication
- if a member, by logging into your details at www.RenewableUK.com and updating your communication preferences
- by emailing dpo@RenewableUK.com with a notification that you withdraw your consent for us to process personal data.

3.3 Disclosure

RenewableUK *will not* pass on your personal data to third parties *without first obtaining your consent*. When we engage third parties to process data we will record this as follows:

Organisation	Safeguards in place to protect your personal data	Retrieve a copy of the safeguards in place here:
Event Activities - Delegates		
Event Activities - Exhibitors		
Member Activities		

3.4 Retention period

RenewableUK will process personal data for three years and will store the personal data for five years.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that RenewableUK refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved (as stated in 3.3 above) in the processing of your personal data. To seek information about how your data is processed please use RenewableUK's [Subject Access Request \(SAR\) Form](#).

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by RenewableUK (or third parties as described in 3.3 above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and RenewableUK's Data Protection Officer / GDPR Owner.

The details for each of these contacts are:

	Supervisory authority contact details	[Data Protection Officer (DPO)] / [GDPR Owner] contact details
Contact Name:	Information Commissioner's Office	Maf Smith
Address line 1:	Wycliffe House	RenewableUK
Address line 2:	Water Lane	Greencoat House
Address line 3:	Wilmslow	London
Address line 4:	Cheshire	SW1P 1DH
Address line 5:	SK9 5AF	
Email:		dpo@RenewableUK.com
Telephone:	0303 123 1113	0207 901 3000
Website:	https://ico.org.uk/concerns	

3.7 Privacy statement

Online information about how and why we use your data is [available here](#).

4. Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this record is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to members of staff and is stored within our file system. It was published on the 05/04/18.

Signature: M Smith

Date: 05/04/18

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Deputy Chief Executive	05/04/18