



SPECIALIST IN LAND CONDITION

SPECIALIST IN LAND CONDITION REGISTER LIMITED

DATA PROTECTION POLICY

1. Scope

The Directors of Specialist in Land Condition Register Limited ("SiLC Ltd") [company number 07601937] control the processing of personal information to enable the management and administration of professional registers.

2. Purpose

The purpose of this policy is to ensure that personal data are stored and processed securely and that SiLC Ltd is in a position to meet its legal obligations under all applicable privacy and data protection laws including the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018.

3. Information held

- 3.1. SiLC Ltd holds individual records of registrants, former registrants, aspiring registrants, candidates, affiliates and contacts with a legitimate interest in the aims of SiLC.
- 3.2. The records relate to an individual's registration history and/or professional circumstances. Personal data held within these records enable SiLC Ltd to manage, develop and administer the register.
- 3.3. Records of personal data are held electronically.

4. Information processed

- 4.1. All data will be used fairly and lawfully for the sole purpose of fulfilling the SiLC Ltd articles of association. The Directors will adopt a privacy policy that is issued to those whose data is processed by SiLC Ltd.
- 4.2. SiLC Ltd will process, or contract a data processor to process, information about registrants and other contacts which is necessary for fulfilling the SiLC Ltd articles of association. This may include:
 - personal details;
 - employment details;
 - professional affiliations;
 - details of assessments;
 - professional development records;
 - details of attendance at SiLC Ltd events.
- 4.3. Routine processing does not include special categories of personal data about registrants and other contacts. If there is an exceptional circumstance that requires such processing (for example, health data relating to continuing registration) it can only occur when clear and explicit written consent has been provided by the data subject.
- 4.4. If there is an exceptional circumstance that requires handling of information regarding criminal

convictions and offences, it will be ensured there is a legal basis for doing so and there is compliance with any additional legal requirements in relation to processing this data.

- 4.5. Personal data will not be shared with a third party for any marketing purpose.
- 4.6. SiLC Ltd will ensure that records of processing operations are maintained and make such information available to the UK's supervisory authority on request.

5. Data sharing

- 5.1. The Directors of SiLC Ltd engage a third-party administration service provider (the 'administrator') to maintain records, collect payments, manage cash-flows, and generally administer SiLC Ltd. The Directors will ensure that its contract with the administrator includes data-sharing clauses relating specifically to lawful data processing and the adequate protection and back-up of data controlled by SiLC Ltd.
- 5.2. Whenever new data processors are engaged, appropriate due diligence will be conducted to establish whether the nature of their operations requires the transfer of Member data outside the EEA and if so, on what basis.
- 5.3. SiLC Ltd or its administrator will sometimes need to share personal information with other organisations. The types of organisations include:
 - Professional associations;
 - Charities with similar objects (e.g. CL:AIRE)
 - Suppliers of services (e.g. event hosts)

SiLC Ltd will ensure that data are always shared securely and that its data processors and these third parties are contractually aware of their data protection responsibilities.

- 5.4. Exceptionally it may be necessary to transfer personal information outside of the UK. When this is needed, any transfers will be made in full compliance with the General Data Protection Regulation (GDPR). Where the Trustees are asked to allow data to be transferred outside of the EEA, for instance where the administrator wishes to carry out their services using an office outside the EEA, the Trustees will ask for information about the safeguards that the recipient of the data will apply to any personal data that is transferred and ensure that an appropriate mechanism is in place to protect the personal data during and after the transfer, such as standard contractual clauses. We will not transfer personal data until appropriate checks have been made.

6. Data storage

- 6.1. Personal Data will be stored on the secure servers of the administrators for the purposes of administering SiLC Ltd and its business activities.
- 6.2. Email should not be used for the storage or transfer of personal data.
- 6.3. Personal data should not be stored on local computers, laptops or other data storage devices. In exceptional circumstances for a specific purpose, data may be stored temporarily and processed on an encrypted laptop.

7. Data retention

- 7.1. SiLC Ltd will retain personal data as required to meet its objective of maintaining and developing professional registers.
- 7.2. The personal data of former registrants and unsuccessful candidates will be retained for six years after which time it will be deleted.
- 7.3. The personal data of other contacts (e.g. former affiliates, event attendees) will be retained for six years after which time it will be deleted.

8. Data subjects' rights

SiLC Ltd acknowledges the rights of data subjects as specified in chapter 3 of the GDPR and is committed to meeting all of its legal obligations upon the receipt of requests from individuals.