



SCS PRIVACY POLICY

Protecting your information

We will never sell, rent or loan members' personal information and the data which is held by SCS is covered by the UK's Data Protection Act and under the General Data Protection Regulation (GDPR) rules.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

We would release personal information only if we understood that this would be required to comply with the law, enforce or apply our conditions of use and other agreements, or to protect the rights, property or safety of SCS, employees, agents and others.

We may disclose information about you to any of our employees and officers insofar as reasonably necessary for the purposes as set out in this privacy policy. Upon receipt of new membership application forms, we will provide the details contained within the application form to the SCS Membership Committee who will use this information for the sole purpose of grading the applicant, ensuring the the paperwork is destroyed immediately thereafter and/or any electronic information is deleted.

In addition, we may disclose your personal information:

to the extent that we are required to do so by law;

in connection with any legal proceedings or prospective legal proceedings;

in order to establish, exercise or defend our legal rights; and

to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

Using your personal information

Personal information submitted to us via Membership application will be used for the purposes specified in this privacy policy.

We may use your personal information to:

enable your use of the services available on the website;

send you general (non-marketing) commercial communications via bona fide websites enabling mass email communication;

send you email notifications which you have specifically requested;

send you email notifications relating to SCS events, IFSCC news and events and other events we believe may be of interest to you.

send you literature relating to the SCS journal (IJCS) in accordance with the benefits afforded to SCS members

send you the Society's Newsletter

communicate with you via email and/or letter to communicate information relevant to SCS membership

deal with enquiries and complaints made by or about you

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall-protected) servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.

Third Party Websites

The SCS website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

Lapsed/Expired membership

We will archive all membership details held by the Society from our database within 4 months of non-renewal. The 4 months will commence from the date of 1 April in the year of renewal. The archived data will be kept by the Society for 5 years. Details regarding membership renewal can be found in the SCS Constitution under Bye-Laws 7.1 and 33.3 and re-admission will be required under Bye-Law 8, or:

We will delete all records we hold immediately upon request from a member

We will never contact or send any communication in writing or by email to a lapsed SCS member

Contact

If you have any questions about this privacy policy or our treatment of your personal information, please email us to secretariat@scs.org.uk or write to Society of Cosmetic Scientists, Suite 109, Christchurch House, 40 Upper George Street, Luton, Bedfordshire LU1 2RS.

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