

Pensions Institute Privacy Policy

PRINCIPLES OF OUR POLICY

- **Private:** We do not sell, rent or trade information about you to other companies.
- **Secure:** In accordance with the Data Protection Act and the General Data Protection Regulation (GDPR) we follow strict security procedures in the storage and disclosure of information that you have given us to prevent unauthorized access.
- **Necessary:** We will not collect information unless it is used to deliver a better service or to give you useful, relevant information.

PERSONAL DATA THAT WE COLLECT FROM YOU

The Pensions Institute collects data to operate effectively and provide you with relevant information regarding our activities, events and services. We receive information about you directly from you. This is usually your contact details you provide via a form for example submitting articles, contacting us via our website or registering for an event, or meeting us at conferences and events. If you would like to unsubscribe, you can respond to any email by putting 'unsubscribe' in the subject heading.

SECURELY USING YOUR DATA

We use information held about you in the following ways:

- To provide you with information that you request from us or which we feel may legitimately interest you, where you have consented to be contacted for such purposes. You can choose to opt-out of contact at any time.
- To notify you about changes to our service or relevant opportunities. Information about you will be kept secure and it will not be supplied to anyone else, unless we are obliged or permitted by law to disclose it. The Pensions Institute does not sell, rent or trade any personal information supplied by you to any third party.

COOKIES POLICY

We do not use Cookies on our site. However, some of the third-party providers we use, may use Cookies. These are known as third party Cookies, and because this content is from another website, we don't control the setting of these cookies. If you want to change your cookie preferences, check the third-party websites for information on how to manage their cookies. For more information on how to manage, delete and control Cookies on your computer please visit

<http://www.aboutcookies.org/>

DATA RETENTION

Information that we collect and process shall not be kept for longer than is necessary. However, we will retain information:

- to the extent that we are required to do so by law;
- if we believe that the information may be relevant to any ongoing or prospective legal proceedings; and
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

When information is no longer required we will securely delete or destroy such information.

CONTACT US

You can contact us at pensions@city.ac.uk