

General Data Protection Regulation (GDPR)

Inclusive Mobility and Transport Advisory Committee (Imtac) - Privacy Notice

Who we are

Imtac is a private company, formed in 2006, limited by guarantee and incorporated in Northern Ireland. Its company number is NI059411 and its registered address Titanic Suites,55-59 Adelaide Street, Belfast BT2 8FE.

For the purposes of the Data Protection Act (2018), the Data Protection Officer (DPO) is Michael Lorimer, Imtac Secretary, who may be contacted at the above address or telephone number 028 9072 6020. Imtac is the controller in respect of all of your personal data that we process.

What personal data do we hold about you?

Personal data, including names and contact details, is collected through application forms for membership of Imtac in both hard and electronic copy. This includes personal data for current and past members of Imtac and unsuccessful applicants.

Some additional personal data is collected from members to assist members participate in the work of Imtac and to comply with its statutory obligations. This data includes dates of birth for company Directors and in some cases bank details to enable the payment of expenses directly to members' accounts.

We have many stakeholder organisations and individuals who support or are interested in Imtac's work, for these we hold email address contact information only. This information is collected by letter, on the Imtac websites, by email, telephone, text phone and Twitter.

No data is shared with third parties, unless with individual's written consent or as required by law. It is kept securely using appropriate

technical and organisational controls to protect against unauthorised or unlawful access, disclosure, loss, alteration or destruction.

How long we keep it

The data is held for different lengths of time. Application forms for membership of Imtac are held for three years. Other data is held for different time periods depending on individual involvement and interest in the work of Imtac. Individuals can request that their data be destroyed at any stage. Where applicable, personal electronic data will be permanently deleted and hard copy destroyed.

On what grounds do we process your personal information?

We only use your personal information when we have a lawful reason to do so. This might be because:

- The processing is carried out for the **legitimate interest** in advancing the business of Imtac by providing information about its activities and other matters relating to inclusive mobility and transport provided by others to its members, stakeholders and other interested individuals.
- You have provided your **consent** (which can be withdrawn at any time by contacting the DPO) to process your information so that we can communicate with you keeping you informed about our news, events and activities.
- When we have a **legal obligation** such as to process registration with Company House.
- If we process any Special Categories of Personal Data, we must have a further lawful basis for this processing. This may occur where you have given us your explicit consent to process your health information to cater for your mobility and dietary needs at meetings and events organised by Imtac.

Your rights

Your rights concerning your personal data are acknowledged and you may view the information held on them by contacting the Imtac Data Protection Officer.

Your rights in respect of your own personal data held by Imtac are:

- **The right to be informed** that your personal data is being processed
- **The right to request access** to your personal information and to obtain information about how we process it
- **The right to have your personal information corrected** if it is inaccurate or out of date and to have incomplete personal information completed
- **The right to object** to processing of your personal information
- **The right to restrict processing** of your personal information
- **The right to have your personal information deleted** (the “right to be forgotten”)
- **The right to move, copy or transfer** your personal information (“data portability”)
- **Rights in relation to automated decision-making**
- **The right to raise a concern** about how we are using your data.

If you exercise any of your rights under data protection law, Imtac must respond as quickly as possible and no later than one calendar month starting from the day it receives the request.

If you are not satisfied that your rights are being upheld, you should discuss the matter, in the first instance, with the Imtac Data Protection Officer. If still not satisfied you have the right to lodge a complaint with the Information Commissioners Office <https://ico.org.uk/concerns/>