

Privacy Policy for (Online Blog) Authors of ELSA United Kingdom

1. ELSA UK

1.1. The European Law Student Association United Kingdom, hereafter ELSA UK, is a National Group of the European Law Student Association (ELSA).

1.2. Unless otherwise specified, the Secretary General of ELSA UK is the responsible Data Protection Officer of ELSA UK and can be contacted at secgen@uk.elsa.org.

1.3. This privacy policy will explain how ELSA UK uses the data you provide us with by filling in the Individual Membership Enquiry form on the ELSA UK website.

2. What data we collect

2.1. ELSA UK collects the following data:

- Personal identification information (full name and email address)
- Current status (i.e. trainee, solicitor, student, etc)
- Institution, Programme, and Year of Study
- The articles submitted

3. How do we collect your data?

3.1. You directly provide ELSA UK with the data we collect by filling the Author Consent Form on the ELSA UK website.

3.2. We further collect and process data when you use or view our website via your browser's cookies.

4. How will we use your data?

4.1. ELSA UK collects and processes your data so that we can:

- Process your article submission
- Send you verification of your article's publication
- Send you updates on opportunities only accessible for ELSA members
- Archive the articles submitted

5. How do we store your data?

5.1. ELSA UK securely stores your data in an excel sheet on the password protected ELSA UK Google Drive.

6. Marketing

6.1. ELSA UK would like to send you information about opportunities and products offered by ELSA.

6.2. If you have agreed to receive marketing materials, you may always opt out at a later date.

6.3. You have the right at any time to stop ELSA UK from contacting you for marketing purposes.

6.4. If you no longer wish to be contacted for marketing purposes, please email secgen@uk.elsa.org stating that you would like to opt out of receiving further marketing materials from ELSA UK.

7. What are your data protection rights?

7.1. ELSA UK would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** – You have the right to request ELSA UK for copies of your personal data.
- **The right to rectification** – You have the right to request that ELSA UK correct any information you believe is inaccurate. You also have the right to request ELSA UK to complete the information you believe is incomplete.
- **The right to erasure** – You have the right to request that ELSA UK erase your personal data, under certain conditions.
- **The right to restrict processing** – You have the right to request that ELSA UK restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** – You have the right to object to ELSA UK's processing of your personal data, under certain conditions.
- **The right to data portability** – You have the right to request that ELSA UK transfer the data that we have collected to another organization, or directly to you, under certain conditions.

7.2. If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at secgen@uk.elsa.org.

8. Privacy policies of other websites

8.1. The ELSA UK website contains links to other websites. This privacy policy applies only to the data you provide by filling in the Author Consent Form on our website, so if you click on a link to another website, you should read their privacy policy.

9. Changes to our privacy policy

9.1. ELSA UK keeps its privacy policy under regular review and places any updates on this web page.

9.2. This privacy policy was last updated on 13th April 2023.

10. How to contact us

10.1. If you have any questions about Our Company ELSA UK's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us at secgen@uk.elsa.org.

11. How to contact the appropriate authority

11.1. Should you wish to report a complaint or if you feel that ELSA UK has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

- Email: casework@ico.org.uk
- Address: Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF