

# ASSOCIATION OF INDUSTRIAL LASER USERS (AILU)

## PRIVACY POLICY

### Introduction

We, the Association of Industrial Laser Users (AILU), store personal data from our members and other interested parties, which, under the General Data Protection Regulation (GDPR) makes us a Data Controller. This Privacy Policy tells you about the data we keep and how we protect it.

We recommend that you read this Policy carefully and contact us should you have any questions or concerns. Our contact details are:

Address: Association of Industrial Laser Users (AILU)  
100 Ock Street  
Abingdon  
OX14 5DH  
UK

Email: info@ailu.org.uk

Telephone +44 (0) 1235 539595

### Type of information we collect and how we collect it

The type of personal information we collect:

- Name, company address, work email address, work phone numbers (direct landline and/or mobile).
- If you are an AILU member we hold your AILU website login usernames and e-magazine login usernames. We do not store passwords.
- In a very few cases we collect home addresses of Members who have asked us to do so (for example, Life Members who have retired).

We do not hold personal financial information.

We collect your information if you become an AILU member, if you register for an AILU event, if you register to receive the e-newsletter, if you fill in a contact or consent form, or if you provide a clear affirmative action that we can store your data.

### Using your personal data: the legal basis and purpose

The legal basis for holding your information is highlighted in red.

AILU Members:

- To perform our **contract** with you. Part of your membership package includes receiving appropriate material via email, through the post and by telephone. This material

includes provision of the quarterly AILU magazine 'The Laser User', a monthly e-newsletter, emails/telephone calls relating to your membership and to AILU activities.

Non-Members:

- Where we have your **consent** to contact you. You may withdraw this consent at any time.
- For our own **legitimate interests**, and where we believe our communications are also in your business interests. For example, if you attend, or have attended, one of our events in the past, we will store your personal data to inform you of events coming up in the future. Any marketing information will be strictly limited to AILU business.

### **Sharing personal data**

In general, we treat all personal data as confidential and **do not share it** with any third party. There is one exception which applies to AILU Members:

- We occasionally receive enquiries from interested third parties who are seeking assistance to complete a job, or find a solution to a problem, in relation to industrial laser use. We supply the business contact details of AILU members who might be able to help and potentially gain business.

### **Storing and securing personal data**

Your personal information is securely stored in a number of ways:

- Cloud data storage. The service provider is GDPR compliant. Storage servers are located in the USA. The company complies with the EU-US Privacy Shield Framework.
- Online marketing platform. The service provider is GDPR compliant. Storage servers are located in the USA. The company complies with the EU-US Privacy Shield Framework. Access to the platform is secured by username and password.
- AILU website and databases. These are held locally on desktop computers in a secure office and security-alarmed property.

In the event of a data breach to AILU website, our procedure is as follows:

- Contact our website development agency as soon as a breach is identified. The agency will act accordingly to secure the database and rectify the breach.
- Alert those who may be affected by a breach as soon as possible.

### **How long will we keep your personal data for?**

The following criteria are used to determine how long we store your data.

AILU Members

- We will store your data for as long as your membership continues, plus an additional 1 year to complete any outstanding financial or other matters, and to leave open the possibility of your return.

Non-members

- We will store your data for as long as you engage with AILU (e.g. attend events, open/respond to communications) plus a cooling-off period of 6 months.

When the time periods above have expired, your data will be moved to a Suppression List. This is a list of those who:

- Did not give positive consent to be contacted by any means in the lead-up to GDPR, and those who actively withheld consent.
- Those identified above as having ceased ALLU membership, or ceased to engage with ALLU over the given time period.

The Suppression List will contain minimal information to ensure that we continue to comply with personal data preferences.

You have the right to erasure (the right to be forgotten) and can ask to be removed from our data bases and Suppression List verbally or in writing. See the section on 'Your rights in relation to personal data' below.

### **Your rights in relation to personal data**

Under GDPR you have certain rights regarding your information. These are:

- To request access to your information.
- To ask us to update, complete or correct your data.
- To object to processing of your personal data, ask us to erase your information, or to restrict its use.
- To move, copy or transfer your personal data.
- To complain to the Information Commissioner's Office (ICO) at [ico.org.uk](http://ico.org.uk)

### **Contact us**

Please use the contact details at the beginning of this policy document.