



## **IP Federation Privacy Statement**

### **For individual member representatives, policy advisors, consultants and members of the public.**

The IP Federation ('Federation') is an organisation that represents the views of UK Industry in both intellectual property (IP) policy and practice matters within the EU, the UK and internationally. Our members comprise companies that are involved in IP as creators, owners and/or users. We also have a small number of law firms as solicitor associate members. These members are represented in the Federation by individual member representatives who are generally employees of the respective members. The Federation also has a small number of employees engaged in the day-to-day running of the Federation and a small number of policy advisors and consultants who work with the Federation on an *ad hoc* consultancy basis.

The Federation is not involved in selling products or services. We collect personal data only for the purposes of running the Federation and for distributing data of potential interest to members, their representatives and the wider IP community.

The Federation will never sell personal data provided to us to any third party.

#### **What Data on individuals do we collect?**

The Federation collects, processes, and uses data relating to representation of members of the Federation, past or potential membership of the Federation or appointment as policy advisor or consultant. We also collect data on individuals who visit our website. The data we hold on individuals typically includes:

1. Contact details such as names, job title, employer name, office addresses, telephone and fax numbers, email and website addresses.
2. Financial data provided by individuals to enable reimbursement of expenses by the Federation such as bank account name, number and sort code.
3. Activity data on member representatives or policy advisors relating to participation in meetings or committees or any offices or positions held.
4. Personnel data: where appropriate the Federation records data about the people we employ, have employed or otherwise worked with, either directly or in the capacity of contractors or consultants.
5. Website and communication data relating to use of our website.
6. Data about your communications with us.

#### **How the Data is collected.**

We collect data directly from members or member representatives (for example from a membership application). We also collect data from the 'contact us' section of our website in the form of emails sent to us via that route.

## **What will the Federation do with the Data?**

The Federation uses and processes your data for the following purposes:

1. To ensure that the Federation publications and general data about the Federation are sent to you according to your preferences;
2. To produce invitation lists for Federation meetings, events or related activities and to record and publicise attendance;
3. To reimburse expenses incurred while involved in work for the Federation according to your consent;
4. To provide materials for historical research or statistical analysis;
5. In compliance with any legal or regulatory obligations; and
6. Any other purpose which the Federation notifies you about from time to time and about which you will be given the right to object or give consent to at the time of notification.

Under UK data protection laws, the lawful bases that we rely on for processing the data that we collect for the above purposes are: (i) that we have a legitimate interest in processing the personal data (namely to operate the Federation); (ii) that we have a legal obligation to do so; and (iii) that we have a contractual obligation to do so. In certain limited circumstances we may rely on your consent, in which case you are able to withdraw your consent at any time.

## **How long will you keep my Data?**

1. Data relating to an individual who is or has been a member representative or policy advisor will be kept only as long as it is required for historical research or statistical analysis. Applications for membership, web form submissions and other applications or updating data and minutes and transactions will be copied and stored for as long as it is required for the purpose for which it was obtained on secure servers, compact data disc or a similar storage media. This data will be placed in the Federation's secure archives and may be made available for purposes of historical research or statistical analysis.
2. Other than the data identified above, data on an individual who is no longer a member representative or policy advisor will be edited to ensure that only data necessary for historical research or statistical analysis is kept.
3. Data on an individual who is otherwise involved with the Federation will be kept for a period of time commensurate with the purpose for which the data is kept, for example data on someone who has made a substantial contribution to the work of the Federation may be kept for as long as it is relevant for the purposes of historical research or statistical analysis.

## **What are my Rights?**

Under the United Kingdom data protection laws, you may in certain circumstances have the right to find out what data the IP Federation stores about you. These include the right to:

- be informed about how your data is being used;
- access personal data;
- have incorrect data updated;
- have data erased;
- stop or restrict the processing of your data;
- data portability (allowing you to get and reuse your data for different services);
- object to how your data is processed in certain circumstances; and
- withdraw your consent, to the extent that we are relying on your consent to process your personal data.

If you wish to request your data or exercise any of these rights, please send a request to the Secretary at:

IP Federation  
60 Gray's Inn Road  
London WC1X 8AQ

or alternatively email: [admin@ipfederation.com](mailto:admin@ipfederation.com)

If you think that The IP Federation is in breach of your data protection rights you should contact the Secretary setting out what you see as the problem. If you are unhappy with our response or if you need advice you should contact the Information Commissioner's Office;

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

### **Will the Federation disclose my Data to third parties?**

The Federation never sells, provides or supplies personal data to third parties for commercial purposes or for financial gain. The Federation will only make personal data available to third parties:

1. Where you have given your express consent (e.g. , for your contact details, interests and other material to appear in any Directory or Register of Members, whether electronic or printed, or for your contact details and your interests to be passed to others to enable the formation of, committees, special interest groups or other professional processes);
2. To answer an enquiry from a legitimate source as to whether or not you are a representative of an active member of the Federation;
3. Where the Federation employs an IT contractor or IT consultant to reconfigure, upgrade or renew software or hardware systems employed to process membership or other data or otherwise engages a third party to handle any personal data on the Federation's behalf, in each case where the data transferred will be limited to the data required to perform such functions;
4. Where it is necessary to comply with an order from a regulatory or statutory body or a law enforcement agency or court which is empowered to require us to release your data; or
5. In the case of Federation IT contractors or IT consultants referred to in paragraph 3 above, to supply references and other data on request. In these cases, only sufficient data will be released to enable the third party to carry out the purpose for which the data is released.

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