

UNITED KINGDOM LITERACY ASSOCIATION
PRIVACY POLICY
Agreed October 2019

The Information Commissioner's Office (ICO)

The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. For more information, go to the [ICO website](#).

Data control and protection

The Data Controller for the information collected from UKLA members is the United Kingdom Literacy Association.

The Data Protection Officer is the General Manager, UKLA, Room 9 VAL, 9 Newarke Street, Leicester LE1 5SN.

What information are we collecting from UKLA members?

Name, address, email address, job title, year of graduation, the year you started teaching, areas of educational interest, payment method, and direct debit instructions as appropriate.

Why are we collecting your data?

To help us provide you with the UKLA membership benefits to which you are entitled.

How will we use this data?

- To provide mailing information to distributors of the publications to which your membership entitles you.
- To contact you about your purchases from UKLA.
- To contact you about your conference bookings and follow-up information.
- To contact you with your membership renewal information.

What is the legal basis for processing your data?

The legal basis is your consent.

If we share your data with others, who are we sharing it with?

- Any information you provide UKLA with will only be shared with our authorised publications distributors.
- It will not be supplied to any unauthorised third party.
- It will only be used for subsequent communications as indicated and agreed by you.

Who are our authorised publications distributors?

- For subscribers to *Literacy* and *Journal of Research in Reading*, the distributors are John Wiley & Sons. Their registered office address is The Atrium, Southern Gate, Chichester, West Sussex, United Kingdom PO19 8SQ.
- For subscribers to *English 4-11* and for UKLA News which goes to all UKLA members, the distributors are Hobbs the Printers. Their registered office address is Brunel Road, Totton, Hampshire SO40 3WX.

How long will we process your data for?

We will only process your data for the period of your membership subscription plus 3 months after your membership subscription expires.

What are your rights?

- The right to be informed about collection and use of your personal data.
- The right of access to your personal data.
- The right to rectify personal data if it is inaccurate or incomplete.
- The right to erasure and restriction i.e. the deletion, removal and restriction of personal data.

Fuller details can be found on the [Individual Rights](#) page.

How can you make a complaint?

Details about how to make a complaint can be found at the [Make-A-Complaint](#) page of the ICO website.