

IAMS Privacy Notice

About this document

This privacy notice explains how the International Association for Mission Studies (IAMS) collects, uses and shares your personal data, and your rights in relation to the personal data we hold. This privacy notice concerns our processing of personal data of past, present and prospective members of IAMS.

Data controller

International Association for Mission Studies, C/o Dr. Aron Engberg, Centre for Theology and Religious Studies, LUX, Lund University, P.O. Box 192, 221 00 Lund, Sweden. Email: iams@missionstudies.org

How we collect your information

We may collect your personal data in a number of ways, for example:

- From the information you provide to us when you interact with us before applying for membership, for example when you express an interest in becoming a member by sending an enquiry;
- From your application form when you apply for membership;
- From the information you provide on your IAMS profile in the members' database;
- From information you provide when submitting an article for publication in Mission Studies;
- When you communicate with us by telephone, email or via our website, for example if you have a query about your membership or payment of your membership fees;
- From your registration form if you register to attend one of the IAMS conferences;
- In various other ways as you interact with us during your time as a member of IAMS;
- From third parties, for example from other members who may provide a reference about you.

The types of information we collect

We may collect the following types of personal data about you:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, your passport number or national identity card details, visa number, country of domicile and your nationality;
- Information relating to your education and employment history and details about your research interests;
- Sensitive personal data and information including:
 - Information concerning your health and medical conditions (e.g. relating to dietary requirements or reasonable adjustments required for attendance at an IAMS conference);
 - Information about your racial or ethnic origin.

How we use information about our members

The purposes for which we may use personal data (including sensitive personal data) we collect during a member's association with us include:

- Maintaining membership records;
- Administering study groups;
- Administering the editing and publication of the IAMS journal, Mission Studies;
- Organising the IAMS conferences;
- Administering finance (e.g. payment of membership fees, conference fees, reimbursement of expenses to members of the Executive Committee);
- Other administrative purposes, including:
 - Circulating the IAMS Newsletter, IAMS Matters.
 - Dealing with feedback, complaints and enquiries.

The basis for processing your information and how we use it

We may process your personal data because you have given us your consent to do so in relation to your membership of IAMS. In this respect, we use your personal data for the following:

- To interact with you before you are accepted as a member as part of the application process (e.g. to answer enquiries about membership);
- Once you have been accepted, to provide you with the services we provide to members including sending the members' newsletter;
- To deal with any concerns or feedback you may have;
- For any other purpose for which you provide us with your personal data.

We may also process your personal data because it is necessary for the performance of our tasks carried out in the public interest (i.e. due to our charitable status), because it is necessary for our or a third party's legitimate interests or for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- To monitor and evaluate the performance and effectiveness of IAMS (e.g. statistical analysis of membership numbers);
- To maintain and improve the management of IAMS by the Secretariat, Treasury and Executive Committee ;
- To promote equality and diversity within IAMS;
- To seek advice on our rights and obligations, such as where we require legal advice;
- To meet our compliance and regulatory obligations (e.g. compliance with anti-money laundering laws; requirements of the UK Charity Commission);
- In order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities.

We may also process your personal data where:

- It is necessary for medical purposes (e.g. in a medical emergency arising at an IAMS conference);
- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

Sharing information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties including:

- Our Executive Committee and/or Trustees, where there is a legitimate reason for their receiving the information;
- The Local Area Committee in relation to the organisation of an IAMS conference;
- Service providers in relation to payment of membership and conference fees (e.g. PayPal, WorldPay)
- Crime prevention or detection agencies (e.g. the police);
- Next-of-kin (where there is a legitimate reason for disclosure).

International data transfers

Your personal data is stored on a server within the European Economic Area (EEA). However, data given for the purposes of registration for an IAMS conference may be stored outside the EEA, depending on the location of the conference. When data is sent by email IAMS cannot control the route by which it travels, which may be outside the EEA.

Changes to your personal data

Please tell us promptly about any changes to the information we hold about you. This is particularly important for your contact details. You can do this by logging in to the IAMS members' database at <http://missionstudies.org/db/login.asp> and updating your information there.

How long your information is kept

We will retain your personal data for a period of six years after your last payment of membership fees. However, some information may be retained indefinitely by us for statistical analysis but this data is anonymised. We will also retain your email address and continue to send you the IAMS newsletter. However, you can unsubscribe from this by clicking the link in the newsletter or emailing iams@missionstudies.org at any time.

Your rights

Under the General Data Protection Regulation you have the following rights:

- To obtain access to, and copies of, the personal data that we hold about you;
- To require that we cease processing your personal data if the processing is causing you damage or distress;
- To require us not to send you marketing communications.
- To require us to correct the personal data we hold about you if it is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;

- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

If you have given your consent and you wish to withdraw it, please contact our Data Protection Officer using the contact details set out below. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our membership services to you and/or it may affect the provision of those services.

Contact us

If you have any queries about this privacy notice, how we process your personal data or to request access to the personal data that we hold about you, you can contact our Data Protection Officer by:

Email: iams@missionstudies.org

Post: Data Protection Officer, International Association for Mission Studies, C/o Dr. Aron Engberg, Centre for Theology and Religious Studies, LUX, Lund University, P.O. Box 192, 221 00 Lund, Sweden.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk.