Society for Information Display – Mid-Europe Chapter (SID-MEC)

Privacy notice

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Note: SID is an international society with headquarters in the United States. New members register via the HQ in the US and it is possible that more data is processed than what is described below. This document merely describes how the member data that is extracted from the HQ database and sent quarterly to the Mid-Europe Chapter is processed in Europe.

Description of data

SID-MEC keeps a record of the follow data of its members and recent ex-members:

Type of data	Reason
Member ID	Unique identification of a member; allows for name changes, e.g. when a member's marital status changes; can also be used to anonymize membership data if data has to be shared with a third party that does not need to know the names of the members
E-mail address	Used to send information about chapter activities to the member; also to send membership expiration warnings
2nd e-mail address	(Optional field) members can choose to supply a 2nd e-mail address to be able to request insight in their membership information (and to update the information) when the 1st e-mail address no longer works (e.g. if they are fired from their company)
First and last name	Used to address member personally in e-mails and to make name tags for the event if the member participates
Billing address	Used on membership payment invoices
Shipping address	Used for sending printed membership material such as printed announcements of conferences, chapter meetings, etc.
Company and department	(Optional field) used for contacting company in case a corporate membership is more interesting due to the number of individual members
Member join date	Used to contact member in case (s)he is eligible for senior member status or LIFE member status
Membership paid through date	Used to determine membership status of member and to send membership expiration warnings; also used to determine the date when the record will be deleted from our database.
Member type	Used to determine the member rights (e.g. printed material or not; discounts for participating in chapter activities, etc.) and to see if membership expiration messages are needed.
Phone number	This is an optional field members can choose to fill. We do not use it but keep it in the database because it is contained in the quarterly updates from SID HQ.
e-mail opt-in	FALSE if members have indicated they only want to receive e-mails about their membership status

Data storage and safety

This data is stored on two password-protected computers: that of the Chapter Secretary and that of the Chapter Director.

Data retention period

The data is kept until one year after the membership has expired. This allows for sending the ex-member some membership expiration notices and to announce chapter activities that may convince the member to renew the membership. After one year the record is deleted and the ex-member does not get any mailings anymore.

Data insight and correction

Members can request insight in the data we keep of them and demand corrections or updates to this information. This can be done by e-mail conversation between the member's 1st or 2nd e-mail address that is stored in our database and the Chapter Secretary. The e-mail address of the Chapter Secretary is listed on the Chapter website[1]. Any changes to the member data will be confirmed with an e-mail to the 1st and 2nd (if available) stored e-mail address. Members cannot change the member ID, membership type, status, join date or paid through date via this procedure.

Right to be forgotten

Members can use the same e-mail conversation with the Secretary to request complete removal from the database at all times. A removal confirmation request will first be sent to the member's 1st and 2nd e-mail address that is stored in our database. If a confirmation is received from one of the addresses and no objections are received from the other address within 10 working days, the member's record will be deleted. Such deletion is final and cannot be undone since all member information, including the paid-through date, is deleted.

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[1] http://www.sid.org/Chapters/Europe/Mid-Europe.aspx