



The Classical Association: DATA PROTECTION POLICY

At the Classical Association we are committed to protecting and respecting individuals' privacy. This privacy notice explains what personal information we collect about you, how and why we process (collect, store, use and share) your personal information, your rights in relation to your personal information and how to contact us or make a complaint.

When we process your personal information, we are regulated under UK data protection laws and we are responsible as 'controller' of that personal information for the purposes of those laws. We do not sell any personal data held.

By 'personal information', we mean information which relates to you as an individual and tells us something about you.

The personal information we collect and the use we make of it, varies depending on our relationship with you. For that reason, this privacy notice distinguishes between our members, website users, authors who submit work to us for publication, stakeholders and suppliers. Please be sure to read the sections of the privacy notice which relate to you.

1. MEMBERS

This includes current and former members and members of our Council, Boards and committees.

Personal information we collect about you

- contact details including name, telephone number, date of birth, email and postal address;
- information regarding your work setting (school, college, university) or work status (student, academic, teacher, postgraduate);
- information relating to our marketing activities, for example regarding your attendance at events;
- biographical and professional information and diversity data, where you are member of our Council, Boards or committees.

How we use your personal information

We use this information for the following purposes:

- membership administration;
- provision of member benefits;
- collection of subscriptions;
- corporate governance;

- marketing including educational, social and other event management.

Who we share your personal information with

We will not share your information with anyone except as follows:

- with our suppliers in connection with delivery of your member benefits including subscription items or your attendance at our events;
- if required by applicable law.

Whether information has to be provided by you, and if so why

We cannot process your membership subscription or event attendance without this information.

How long we keep your personal information for

- We keep your personal information for the duration of your membership.
- At that point, we archive minimal information about you for permanent preservation. All other personal information about you is destroyed at the end of the retention period.
- Information relating to payment of subscriptions is usually kept for seven years from the date of payment/order.

The legal basis on which we collect and use your personal information

We process your personal information on several legal bases, namely:

- that it is necessary for the performance of our contract with you for membership and/or journal subscription;
- that it is necessary for us to comply with a legal obligation;
- that our processing serves our and your legitimate interests and the interests of third parties, including the advancement of education by the promotion, development and maintenance of classical studies and public awareness of the contribution and importance of Classics to education and public life; or
- that you have consented to the processing.

2. WEBSITE USERS

What personal data we collect and why we collect it

Contact and sign up forms

If you sign up as a member, we will collect your name and contact information so we can get in touch with you and so you can maintain your account.

We do not share these details with anyone.

Cookies

Like most websites our use 'cookies'. These are small data files which are stored on your device in order to improve the functionality and management of the site.

Below is an explanation of the cookies we use on our site and elsewhere, and how we manage this information. As these cookies are commonly used across the web, we recommend disabling cookies in your browser if you do not wish them to be installed on your device.

Google Analytics

We use Google Analytics to record anonymised data about how our website is used. This enables us to measure how many people use the website, how they reach the site, and what pages they visit.

This information helps us improve the website by understanding how people use it, and also enables us to report to funders about how well the site is performing.

Google Analytics does not allow us to view individual user details; it only enables us to analyse patterns of behaviour across multiple users. It collects users' IP addresses, but solely for the purpose of analysing where in the world people are using this site.

[Learn more about Google Analytics security and privacy principles and safeguards](#)

WordPress

This website is built with WordPress. This relies on cookies for basic management tasks, such as identifying whether a user is logged into the website.

The Cookie Consent plugin uses cookies to identify whether a user has seen the pop-up notification.

The [WooCommerce](#) extension which runs our online shop and membership, uses cookies to remember basket information.

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

Shop

When you make a purchase in our online shop, we will ask you for information specific to that order, including your billing address, shipping address, credit card information and email address. The information that you provide is used to process and send your orders.

We also use the information to contact you if there is a problem with your order, such as a cancelled event. If you purchase a membership we will add you to our mailing list for member e-news at the time of your booking or purchase. We will not use your personal data for any other purpose.

This information is stored in a password protected database on a secure server. Access is limited to trained and authorised staff. Third parties may have occasional access to the data for the sole purpose of upgrading and maintaining our systems, but this will be governed by a data processing agreement.

Payment transaction information is encrypted before it is transmitted across the internet.

Social media

If you connect or integrate any social media services with services we provide, you may receive social notifications either from us or from third party companies providing social media services on our behalf. You can manage these social notifications through changing your privacy settings on the relevant social media site or discontinuing any interaction. If you register and provide information to a forum or blog on our Website, the information you provide will be published and will be publicly available on our website. It will not be used for any other purpose.

Content from other websites

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

What third parties we receive data from

WooCommerce

We collect information about you during the checkout process on our store.

What we collect and store

While you visit our site, we will track:

- products you have viewed: we will use this to, for example, show you products you have recently viewed;
- location, IP address and browser type: we will use this for purposes like estimating ; shipping costs;
- shipping address: we will ask you to enter this so we can, for instance, estimate shipping before you place an order, and send you the order.

We will also use cookies to keep track of cart contents while you are browsing our site.

When you purchase from us, we will ask you to provide information including your name, billing address, shipping address, email address, phone number, credit card/payment details and optional account information like username and password. We will use this information for purposes, such as, to:

- send you information about your account and order
- respond to your requests, including refunds and complaints
- process payments and prevent fraud
- set up your account for our store
- comply with any legal obligations we have, such as calculating taxes
- improve our store offerings
- send you marketing messages, if you choose to receive them

If you create an account, we will store your name, address, email and phone number, which will be used to populate the checkout for future orders.

We generally store information about you for as long as we need the information for the purposes for which we collect and use it, and we are not legally required to continue to keep it. For example, we will store order information for six years for tax and accounting purposes. This includes your name, email address and billing and shipping addresses.

Who on our team has access

Members of our team have access to the information you provide us. For example, both Administrators and Shop Managers can access:

- order information like what was purchased, when it was purchased and where it should be sent, and
- customer information like your name, email address, and billing and shipping information.

Our team members have access to this information to help fulfil orders, process refunds and support you.

No card data is held in the site - all card transactions details happen outside of the site on GoCardless or WorldPay.

What we share with others

Our website developers will have access to your details such as address and contact. No one will have access to your card details.

Payments

No card data is held in the site - all card transactions details happen outside of the site on GoCardless or WorldPay.

Data protection laws provide you with the following rights to:

- request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it;
- request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected;
- request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);
- request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it; and
- request a copy of your personal information which you have provided to us, in a structured, commonly used and machine-readable format and the right to transfer it, or to require us to transfer it directly, to another controller;
- object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights above). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Where we rely on your consent to process your personal data, for example if we need your consent to send you any direct marketing, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us using any of the details set out below in the “Contacting Us” section. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

If you are unhappy about how your personal data has been used please tell us and we will try to resolve the matter. You also have a right to complain to the supervisory authority, which in the UK is the Information Commissioner’s Office <https://ico.org.uk/>, which regulates the processing of personal data.

Additional information

How we protect your data

Your data is secured by encryption, firewalls and Secure Socket Layer (SSL) technology. This is industry standard encryption technology which manages the security of messages transmitted across the internet. When we receive your data, we store it on secure servers which can only be accessed by the web developer [Surface Impression](#).

What data breach procedures we have in place

Data breaches are rare but in the case of this happening they will pinpoint the exact details of the breach including the time, where it happened on the system, the cause of the breach, and the extent of the damage.

Additional security measures are monitored by the hosting provider.

3. SUPPLIERS

This includes authors and academics who have submitted their work to us for publication in our journals.

Personal information we collect about you

- contact details including name, email and postal address;
- completed 'licence to publish' forms.

How we use your personal information

We use this information for the following purposes:

- publishing your work (including book reviews commissioned by the editors of the journal);
- peer review.

Who we share your personal information with

We will not share your information with anyone except as follows:

- Editors;
- typesetters;
- our publishing partners.

We are satisfied that our contractors, specifically Cambridge University Press, comply with data protection legislation.

Whether information has to be provided by you, and if so why

We cannot publish your work without this information.

How long we keep your personal information for

- Contact details are destroyed once books have been despatched.
- We are required to keep 'licence to publish' forms indefinitely.

The legal basis on which we collect and use your personal information

We process your personal information on several legal bases, namely:

- that it is necessary in order for us to publish your work;
- that our processing serves our and your legitimate interests and the interests of third parties, including the advancement of education by the promotion, development and maintenance of classical studies and public awareness of the contribution and importance of Classics to education and public life;
- that you have consented to the processing, or
- that it is necessary for us to comply with a legal obligation.

4. YOUR RIGHTS

Under data protection laws you have a number of important rights free of charge. In summary, those include the right to:

- access to your personal information;
- require us to correct any mistakes in your information which we hold;
- require the erasure of personal information concerning you in certain situations;
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that information to a third party in certain situations;
- object at any time to processing of personal information concerning you for direct marketing;
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you;
- object in certain other situations to our continued processing of your personal information;
- otherwise restrict our processing of your personal information in certain circumstances.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulation (the provisions of the EU GDPR were incorporated directly into UK law at the end of the Brexit transition period).

If you would like to exercise any of those rights, please email us at:

office@classicalassociation.org with enough information to enable us to identify you and details of the information to which your request relates.

If you would like to unsubscribe from any marketing material you receive from us you can do so by contacting us at office@classicalassociation.org.

5. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected information security breach.

We will notify you and any applicable regulator of a suspected information security breach where we are legally required to do so.

6. HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your information.

You also have the right to complain to the UK Information Commissioner, who may be contacted at <https://ico.org.uk/> or by telephone on +44 (0)303 123 1113.

7. CHANGES TO THIS PRIVACY NOTICE

We may change this privacy notice from time to time. The up-to-date version will be available on this page of our website.

8. HOW TO CONTACT US

Please contact us if you have any questions about this privacy notice or about information that we hold about you.

If you wish to contact us, please send an email to: office@classicalassociation.org or write to The Secretary, The Classical Association, Cardinal Point, Park Road, Rickmansworth, Hertfordshire WD3 1RE