

The *Societas Oecumenica* Privacy Notice

Protecting your privacy is important to *Societas Oecumenica*. When you become a member, you provide *Societas Oecumenica* with personal information, making us a “controller” of personal data as defined by the EU General Data Protection Regulation (“GDPR”). This Privacy Notice offers clear and transparent information on the data we collect and how we deal with personal data. We do all we can to protect your privacy and therefore treat personal information with the utmost care.

Name and contact details

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Our Responsibilities

- We process your personal data in line with the aims for which you have given them. These aims and the types of personal data we collect are explained in this privacy declaration;
- We limit the processing of your personal data to these data which are necessary for the aims for which they are collected;
- We have taken the necessary technical and organizational measures to ensure the safety of your personal data;
- We do not pass along your personal data to third parties, unless it is necessary to carry out the aims for which they have been given;
- We are aware of your rights in view of personal data, we will point you to them and respect them.

Purpose and legal basis to process your personal data

We need to process your name, title, address, phone number, e-mail address, and institutional affiliation so that we can manage your membership. The legal basis is §6,1 (b) GDPR.

We process your e-mail address to send you membership communication, including but not limited to news and updates about the activity of *Societas Oecumenica*, information on membership fees, invitations to the consultations of *Societas Oecumenica*, informations on conferences and publications. The legal basis is §6,1 (f) GDPR.

We also collect and process various personal details stated in your CV so that we can assess your membership application. Your CV is deleted immediately after the evaluation of the membership application. The legal basis is §6, 1 (a) GDPR.

As one of the purposes of *Societas Oecumenica* is to establish and maintain contacts between its members, a membership list is made available to all members. It consists of individual members' name, surname, email, and institutional affiliation. For institutional members, the membership list includes the full postal address, phone number, and institutional email. This membership list is to be used only for the purposes of *Societas Oecumenica* and may not be handed over to third parties. The legal basis is §6, 1 (b) GDPR

Retention periods

We will delete the data needed for the membership management (your name, title, address, phone number, e-mail address, institutional affiliation) two years after your membership has ended.

Transmission of information to third parties

The data you give us can be passed along to third parties if this is necessary in view of the aims described above. These third parties may include, among others:

- Webhosting of the websites of our society and activities;
- IT-infrastructure (Dropbox, Google docs,...);
- The preparation and distribution of newsletters and invitations (Mailchimp);
- Venues and hotels in view of the preparation of our activities;
- Funding agencies in view of the funding of our activities.

We will not pass along personal data to other parties with which there is no agreement concerning the processing of data. We make the necessary agreements with other parties to ensure the safety of your personal data.

We will not pass along personal data to third parties, unless this is legally allowed or obliged, e.g. to the police in case of a criminal investigation.

Your data protection rights

You always have the right to:

- Request a copy of the information that we hold about you.
- Request that we correct your personal data if you believe it is inaccurate or incomplete.
- Restrict the processing of your personal data for a specific purpose or revoke prior permissions granted.
- Request that we delete your personal information.

Any requests received by *Societas Oecumenica* will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office.

Societas Oecumenica is responsible for the processing of your personal data. If after reading this privacy statement or in a more general sense you have questions about this matter, you can contact us via the contact details provided above.