

## **Privacy policy**

PCS processes personally identifiable data and is registered as a data controller with the Information Commissioner's Office (ICO). Personal information you provide will be used to process and administer your membership, to represent you, to provide you with relevant information, and to provide PCS with management and statistical data to carry out its functions as a trade union. This will be done in compliance with data protection law.

The personal data we process will include special categories of data as defined in law and is processed as necessary for our legitimate interests in pursuit of the objectives set out in the rules and policies of the association. These will include the maintenance of records, monitoring for equal opportunity purposes, ballots, campaigns and disputes, facilitating your participation in PCS events and learning opportunities, representation of members and the provision of other services and benefits available from PCS. Where appropriate, and only for the purposes stated above, it will be processed by our endorsed partners who provide membership benefit services to PCS. Data will only be processed in a secure and confidential manner under the direction of PCS as the data controller. PCS will use your contact details to send you information as required by law and set out in the PCS rules. If you give consent you can also receive information about additional benefits and services that are available from PCS+. You can update your information at any time via [PCS Digital](#)

It is very important to keep your ballot information up to date. PCS will treat your home address as your default address for balloting but you can nominate another address. If you choose your workplace please remember that you will still need to notify PCS of any changes as the employer is not responsible for finding you if you move. Changes to ballot information can also be made to [membership@pcs.org.uk](mailto:membership@pcs.org.uk)

Information will be kept and updated as appropriate throughout an individual's time as a member and for seven years after membership as it is required to access post-membership benefits. Personal data will be processed by our officers, employees, and representatives and by processors under contract to PCS and acting under the direction of PCS as the data controller. PCS will not transfer your data without your positive consent.

Your legal rights in relation to personal data include the right to be informed, right to access, right to rectification, right to erasure, right to restrict processing, right to data portability, right to object, rights in relation to automated decision making and profiling and right to lodge a complaint with the Information Commissioners Office. You have the right of access to the information held by PCS. In most cases this can be done on-line but where a specific data subject access request is raised it must be sent directly to the PCS Data Protection Officer, Paul Barnsley, via email to [dpo@pcs.org.uk](mailto:dpo@pcs.org.uk)

Please note that this notice may be subject to amendment to reflect changes to systems and processes as they take effect.