

# Privacy Policy and Data Protection

## Who we are:

SyteLine provides a large variety of events during the year to inform and educate members about SyteLine. Our events give members the opportunity to network and share knowledge.

## We respect your rights:

SyteLine User Group (hereafter referred to as the User Group) respects your right to privacy, as a visitor to [www.sytelineusers.co.uk](http://www.sytelineusers.co.uk). We may ask you to register or provide personal information and preferences when you visit certain areas of [www.sytelineusers.co.uk](http://www.sytelineusers.co.uk) to download content, request information, subscribe to the User Group or register for a conference.

We will guard any personal information you share with us to ensure the content and services are always tailored to your current, designated preferences.

When you provide the User Group with your name (or alias), email address, mailing address or telephone number, and you "opt in," the User Group representatives may use the provided information to alert you to product upgrades, special offers, updated information, new services, upcoming events and other User Group information. The User Group does not offer, or allow the selling of, any user-provided information to third parties.

The User Group respects the rights members give us when opting to receive email communications and enforces internal policies to preserve those rights. It is our objective to retain the long-term ability to continue to communicate with our members.

If you do not want the User Group representatives to contact you, you may "opt out" of this preference at any time, via our website or by contacting the User Group directly. As part of your preference flexibility, you will always have the option to opt back in.

## How the User Group will protect your personal information:

The User Group will always protect the personal information that you share with us. The User Group stores information internally in a controlled, secure environment.

If the User Group requests general demographic information, this information is limited to reporting purposes only; members remain anonymous. Phone numbers, email addresses, and postal addresses are never shared for demographic reports with outside entities.

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law wherein we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order or legal process served on our website.

The User Group will endeavour to ensure that it receives 'opt-in' from all intended email recipients of email marketing. As such the User Group will try to ensure that all future communications sent with the intention of obtaining email addresses for the purpose of email marketing, do so with the consent of its members. It recognises the need to ensure new and existing email details are obtained lawfully, for a specified and relevant purpose and are kept up to date and confidential.

## **How We Use Your Information:**

The User Group may use your personal information:

- to notify you about important news concerning the User Group.
- to notify you about upcoming User Group events.
- to notify you of any Infor products or special offers we may think you will be interested in.
- on your delegate badge if you attend a User Group event, we will display your name and the name of your organisation.

## **Marketing Campaigns:**

The User Group uses MailChimp for all email campaigns which are GDPR compliant.

## **Cookies that we use:**

We use cookies for the following purposes:

- authentication – we use cookies to identify you when you visit the members area on our website.

## **Links to other websites:**

Links to third-party websites from this website are provided solely as a convenience to you as a member. If you use these links, you will leave this site. The User Group does not hold any responsibility for any of these sites, their content, or their privacy policies. If you decide to access any of the third-party sites linked to this site, you do so at your own risk.

## **Use of this website by Minors**

Not for the use of people under the age of majority in the country in which they are resident.

## **Right to Complain:**

If you believe that the User Group is not processing your personal data in accordance with the requirements set out herein, you have the right to complain.

## **How to Contact Us:**

User Group Office, P O Box 7713, Poole, BH15 9GP

Email: [office@syteusers.co.uk](mailto:office@syteusers.co.uk)

Tel: +44 (0)1202 620 700

## **Changes to our Privacy Policy:**

We reserve the right to update this Privacy Policy, any changes we make in the future will be posted on this page. This document was update 22/05/18