



Privacy Notice:  
Protecting Your Data

## Policy Version Control

Status	Version	Date	Description of Changes
Draft	V0.1	09/02/2025	First Draft of Document
Approved	V1.0	29/04/2025	Version Approved by Executive Committee in preparation for the anticipated revision of the ASPE Constitution in November 2025.
Approved	V2.0	16/06/2026	Correction to Typographical Error

# Privacy Notice: Protecting Your Data

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# Privacy Notice: Protecting Your Data

## Introduction

This privacy notice tells you what to expect us (The Association for the Study of Primary Education, ASPE) to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

## Contact Details

You can contact The Association for the Study of Primary Education (ASPE) by emailing [info@aspe.org.uk](mailto:info@aspe.org.uk).

## What Information We Collect, Use, and Why

We collect or use the following information to provide services and goods, including delivery and third-party referrals:

- Names and contact details
- Gender
- Pronoun preferences
- Addresses
- Date of birth
- Photographs or video recordings
- Dietary information (including allergies and health conditions)
- Information about support requirements
- Records of meetings and decisions
- Payment details (including card or bank information for transfers and direct debits)
- Information relating to compliments or complaints

We also collect or use the following information to provide services and goods, including delivery and third-party referrals:

- Racial or ethnic origin
- Health, access or disability information

We collect or use the following personal information for service updates or marketing purposes:

- Names and contact details
- Addresses
- Records of consent, where appropriate

We collect or use the following personal information for research or archiving purposes:

- Names and contact details
- Addresses
- Purchase history
- Records of consent, where appropriate
- Racial or ethnic origin

We collect or use the following personal information to comply with legal requirements:

- Name
- Contact information
- Direct debit mandate information

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Address
- Payment details
- Account information
- Purchase or service history

## Your Lawful Rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. You can read more about this right [here](#).
- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. You can read more about this right [here](#).
- Your right to erasure - You have the right to ask us to delete your personal information. You can read more about this right [here](#).
- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. You can read more about this right [here](#).
- Your right to object to processing - You have the right to object to the processing of your personal data. You can read more about this right [here](#).
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. You can read more about this right [here](#).
- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. You can read more about this right [here](#).

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

## Our Lawful Bases for the Collection and Use of Your Data

Our lawful bases for collecting or using personal information to provide services and goods, including delivery and third party referrals are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Our lawful bases for collecting or using personal information for service updates or marketing purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for research or archiving purposes are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information to comply with legal requirements are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for dealing with queries, complaints or claims are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Legal obligation – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Public task – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

### Where We Get Personal Information From

We get your personal information for our records and to provide services to you:

- Directly from you
- In the case of a Fellowship Nomination, from a proposer and/or seconder on your behalf. These proposers and/or seconders confirm that they have your permission to provide your personal and professional information.

### How Long We Keep Information

ASPE's Retention Schedule sets out the length of time that records should be retained and extends to all records identified in the Schedule, irrespective of the media on which they are created or held including:

- paper;
- digital files (including databases, Word documents, spread sheets, webpages and e-mails)
- photographs and videotapes.

Retention periods are determined based upon the nature of the information held, not the medium in which it is maintained. For example, information which is held in a digital format should only be retained for the same period as it would be kept if it was in paper form. However, it is not necessary to retain both paper and digital versions of the same record, nor to retain duplicate copies of records. Retention arrangements for digital records should ensure that they will remain complete, unaltered and accessible throughout the retention period.

### Who We Share Information With

Others we share personal information with

- Organisations we need to share information with for safeguarding reasons
- Organisations we're legally obliged to share personal information with

### How to Complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113  
Website: <https://www.ico.org.uk/make-a-complaint>



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