SCTP Membership Data Collection & Storage

SCTP collects personal business information from SCTP members either from the application form when a member joins or during your membership, to add you to our mailing list, database and finance system. Outlined below is where we store that data, with links to each platform's privacy policy for further information. By signing the application form to become a SCTP member, or requesting to join the SCTP mailing list, you agree to our privacy policy and consent to SCTP using your data in the way outlined below.

Mailchimp. The SCTP mailing list for members uses your name and business email address to provide you with the following information:
- Weekly newsletter with information from the sector
- Fortnightly newsletter with CPD opportunities and events which may be of interest to SCTP members
- Information about SCTP meetings for members
- Occasional event or sector information mailings

We use a third-party provider Mailchimp, to deliver these mailings. You can unsubscribe to general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails. Mailchimp's privacy notice. MailChimp participates in and has certified its compliance with the EU-U.S. Privacy Shield Framework.

Insightly. We use the Insightly CRM system to store the data about our members which has been provided to us on the membership application form or through your email communication with us. Insightly's privacy policy. Insightly Inc. complies with the EU-U.S. Privacy Shield Framework.

Xero. The finance contact information which you provide is stored on an online accounting software system called Xero. Xero's privacy policy. Xero statement on complying with EU data export restrictions is here.

Eventbrite. We use Eventbrite to gather registrations for meetings or events we organise. We collect your name, email and organisation to produce a registration list and to send updates and further information relating to that event. Eventbrite's privacy policy. Eventbrite participates in and complies with the EU-US Privacy Shield Framework.

SurveyMonkey. We use the SurveyMonkey system for our biennial membership survey, to gather data for the apprenticeships in Sussex website and for CPD feedback, amongst other things. These surveys may collect your name, contact details and organisation and will remain anonymous to other members or any third parties. SurveyMonkey's privacy policy. SurveyMonkey participates in and complies with the EU-US Privacy Shield Framework.

OneDrive. SCTP uses OneDrive to store some member information, for example membership application forms, CPD & member meeting registrations. Devices used to process this information are covered by anti-virus and network protection. Microsoft privacy policy. Microsoft adheres to the principles of the EU-U.S. Privacy Shield framework.

Outlook Applications. SCTP uses Outlook applications to manage emails and contacts for communications with our members and other business contacts. Devices used to process this information are covered by anti-virus and network protection. Microsoft privacy policy. Microsoft adheres to the principles of the EU-U.S. Privacy Shield framework.

SCTP Website. When we register your organisation to access the member only resources section of the SCTP website, we use the name and business email address of the main contact for each member to create a user account. The only third parties who have access to this data is our website developer and web hoster. The web server is hosted in the UK and our web hoster conforms to GDPR standards.

To learn more about the Privacy Shield program, and to view these platforms' certification, please visit https://www.privacyshield.gov/.

SCTP does not pass your information to any other organisations, unless you have specifically asked us to. Our privacy policy, located on our website, contains more information about the information we collect and what we do with it.

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