

# SPA

STUDENT  
PUBLICATION  
ASSOCIATION



# Privacy Policy



## Student Publication Association

### Privacy Policy

The Student Publication Association (SPA) is the largest student media association in the United Kingdom and Ireland, representing student newspapers, magazines and websites.

As a charity registered in January 2020 (No: 1187383) and in existence since 2012, we aim to support, train and showcase the work of student journalists on a regional and national platform.

To carry out the charity's work, the SPA may ask members and member publications for personal data, allowing the organisation to effectively continue its outreach, training, conferences, awards and support schemes.

Personal data means any information relating to a person who can be identified using a name, an identification number, location data, an online identifier or factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.

Personal data can be in paper or electronic format and stored on any type of device.

Personal data also includes photographic images, video recordings, CCTV and voice recordings.

The charity treats your personal data in a transparent, lawful and secure way. The following document sets out what data we collect, why we collect it, and what we do to keep it safe and secure.

If you have any further questions relating to our privacy policy and how we collect and process personal data, please get in touch using the details below.

E-mail: [chair@spajournalism.com](mailto:chair@spajournalism.com)

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details).
- Personal information including but not limited to gender or sexual orientation for specific purposes.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you sign up as a member of the SPA.
- To contact you about SPA events, promotions, training opportunities etc.
- In applying for funding through an SPA scheme.
- For entries to our annual regional or national awards.
- In purchasing tickets for SPA events.

We use the information that you have given us in order to:

- Keep you informed of SPA initiatives.
- Offer training, advice, and job opportunities.
- To contact you about events you have signed up for.
- To judge our regional and national awards.
- To assess applications for funding schemes.

We may share this information with external judges for our awards or our sponsorship partners.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting [chair@spajournalism.com](mailto:chair@spajournalism.com)
- (b) We have a legitimate interest.

## How we store your personal information

Your information is securely stored. We keep some personal data for as long as you or your publication is a member of the SPA. We will contact you annually to check if this information is up to date. We may hold data for up to a further 12 months for outreach purposes. We will dispose of any information that is no longer relevant.

If there is a specific purpose for gathering your data, for example to apply for a funding scheme or to sign up for a session, we will hold your data for 18 months after it has been gathered. It will then be disposed of securely.

If we hold your data because you have been a speaker, contributor, judge, or sponsor for the SPA, we will continue to hold the data while it is still relevant to our legitimate operations.

## Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [chair@spajournalism.com](mailto:chair@spajournalism.com) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [chair@spajournalism.com](mailto:chair@spajournalism.com).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>