



The voice of steel distribution

NASS Privacy Policy

To keep the information that you share with us as safe as possible, we have updated our Privacy Policy in line with the requirements set out by the General Data Protection Regulation 2018.

(This policy was last updated on 23.05.18)

Your Personal Data:

Who we are

For the purpose of the Data Protection Act 1998 and under the new General Data Protection Regulations 2018 we are the data controller responsible for your personal data.

'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier.

Our full details are:

The National Association of Steel Service Centres (NASS)
1st Floor, The Citadel,
190 Corporation Street,
Birmingham,
B4 6QD.

Tel: 0121 200 22 88

Email: info@nass.org.uk

Web: www.nass.org.uk

What information we collect

We may collect, use and store the following information or 'personal data':

- Name and job title
- Contact information including email address, telephone numbers and postal addresses
- Other information relevant to NASS Membership such as interests, preferences and feedback
- If you contact us, we may keep a record of that correspondence
- NASS Members passwords and login details for to access to Member only information and services on the NASS website

How do we collect this information?

Information regarding NASS Member's contact details (including name, job titles, email addresses, telephone numbers and postal addresses) will have been provided by respective Members when joining the Association.



The voice of steel distribution

Some information may also come from external sources (for example a reference made by Members or associated parties).

The NASS website collects and stores Membership login data such as passwords and user identification. This data is stored on the NASS website which uses encryption software to safeguard this information. We ask that you please keep your password secure.

The NASS website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

Please note that by deleting our cookies or disabling future cookies you may not be able to access certain areas or features of our site.

The NASS website uses cookies to remember Member logon details.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

You can read Google's privacy policy here for further information

<http://www.google.com/privacy.html>

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Why we need this information and how we use it

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- To provide you with information about our services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.

Who we share the information with

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.



The voice of steel distribution

Where your information is stored

In order to prevent unauthorised access or disclosure, we have put in place secure physical, electronic and administrative procedures to safeguard the information we collect.

All information you provide to us is stored on our secure servers and physical documents are kept in secure and locked storage system which is accessible only by authorised staff.

Please note that the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information whether collected by us or on our own, or on our Members' behalf, we will use strict procedures and security features in order to reduce the risk of unauthorised access.

How long we hold the data for

We keep personal data in accordance with the General Data Protection Regulations. Information is not held in an identifiable form for longer than is necessary for the purposes for which the data is processed.

NASS will retain your information whilst you remain a Member, unless you ask us to do otherwise. If you resign from being a Member we will retain your information unless you request that your details be deleted; however, we will only contact you if we believe the information we intend to send to you could be of 'legitimate interest'.

Links to other websites

Our site contains links to other websites, if you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your rights

You have the right to consult your personal data, to correct your personal data, if necessary, and to withdraw your consent to the use of your personal data.

If you wish to opt-out of email notifications and communications please let us know and we will ensure you do not receive any more communications.

For this purpose, you may contact NASS at the following address:

The National Association of Steel Service Centres

1st Floor, The Citadel, 190 Corporation Street, Birmingham, B4 6QD

info@nass.org.uk



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Complaints procedure

You have the right to lodge a complaint with the Information Commissioner's Office (ICO) if you believe NASS has not complied with the requirements of the GDPR or DPA 18.

Please use the following link <https://ico.org.uk/concerns/>

Changes to Our Privacy Policy

Any changes we may make to our privacy policy in the future will be posted on the NASS website.

Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to:

**The National Association of Steel Service Centres,
1st Floor, The Citadel, 190 Corporation Street, Birmingham, B4 6QD**

or contact info@nass.org.uk