

## ***PRIVACY, SECURITY AND COPYRIGHT STATEMENT***

### ***HOW IS INFORMATION GATHERED ON THIS SITE USED?***

This website is hosted and maintained by Electoral Reform Services Limited (ERS). Membership Engagement Services Limited (MES) is a wholly owned subsidiary of ERS.

The primary purpose of the site is to gather the personal data required in order to sign up and become members of the organisation on whose behalf we are working i.e. the organisation named on the membership form page. These details may then be used by that organisation to communicate with you about general membership matters.

MES and ERS may also analyse information gathered to determine what is most effective about our site, to help us identify ways to improve it. If data is used for any other purposes, we will describe these to you at the point we collect the information.

Neither MES nor ERS pass the data on to any other third party unless requested to do so by the organisation you are signing up to become a member of.

### ***WHAT INFORMATION IS GATHERED VIA THIS SITE?***

Information in this site is gathered in two ways: indirectly (for example, through our site's technology); and directly (for example through information that you enter). Examples of information we collect indirectly are your internet (IP) address which is automatically collected and is placed in our internet access logs, and the date and time of when you access the site. Examples of information collected directly are the details you may enter in order for us to be able to communicate with you.

### ***HOW LONG WILL WE KEEP THIS INFORMATION?***

We will only keep information for as long as it is needed for the purposes described when it was collected. The information will not be kept for longer than legislation permits. You may also request that your information is removed, by emailing [nick.goodman@membra.co.uk](mailto:nick.goodman@membra.co.uk) or writing to the address below.

### ***WILL WE SHARE THIS INFORMATION WITH OUTSIDE PARTIES?***

The information is provided only to the organisation on whose behalf we are working. It is not given to any other party unless requested by this organisation you are signing up to become a member of, or legally required to do so. That is, if 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. Neither MES nor ERS will sell individual information.

### ***WHAT SECURITY CONTROLS ARE IN PLACE?***

We want you to be secure when visiting our site and are committed to maintaining your privacy when doing so. MES and ERS have physical security in our facilities to protect against the loss, theft, misuse, or alteration of information. There are also different layers of security implemented throughout our website platform, for example hardware and application firewalls; intrusion detection systems; and SSL encryption.