

# INSG Data Protection Policy

## How information provided to us is used

The information that individuals provide to the Study Group will be entered into a spreadsheet or database that will be accessed only by Study Group secretariat staff. The information will be retained by the Study Group and only used for the following purposes:

- communicating with individuals that have an involvement in the nickel industry; this includes Study Group members and potential members, event delegates and potential delegates.
- administration of Study Group membership.
- managing applications and registrations for attendance at meetings and events and associated activities.
- where appropriate for control of access to information/data located on the Study Group website.
- informing individuals about future meetings, events and initiatives organised by the Study Group.
- managing subscriptions and processing payments.

## Legal basis for processing information

Personal information is used for these purposes under “legitimate interests” of the Study Group, in that individuals in the nickel industry would reasonably expect the organisation to use the information for the purposes listed above. This processing of information is necessary for the continuation of these activities.

## Sharing information with third parties

At times the Study Group will need to share personal information with:

- persons or companies contracted by the Study Group to provide accommodation, transport or ancillary services.
- companies providing support as part of the programme of activities.
- other third parties when required for the routine administration linked to the Study Group’s work. For example the Study Group’s banks.

No data will be passed to any third party for commercial purposes.

All recipients of data provided by the Study Group are required to treat information with the same level of data protection as we do.

In the case of meetings and events, delegate names, companies and positions may be made available to all attendees. Such information may also be provided to potential participants at future meetings to illustrate attendance at past meetings.

## How long we keep information

The Study Group will store and use personal information for the above stated purposes until individuals are either no longer involved in the nickel industry or inform the Study Group that they do not wish to remain in the Study Group databases or spreadsheets. Data will then be deleted in a timely manner.

## Your rights

Under EU data protection regulations individuals have the right to be informed about how their data is used, to have access to their data, to have details of their data rectified, to have their details erased and to object to the processing of their personal information.