

The Nordic Society for Middle Eastern Studies

Privacy Policy

How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information the Nordic Society for Middle Eastern Studies (NSMES) collects about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us at secretary@nsmes.org.

1. Personal data that we process

The following table explains the types of data we collect and the legal basis, under current data protection legislation, on which this data is processed.

Purpose	Data (key elements)	Basis
Responding to enquiries about our organisation and its work	Name, email, message	It is necessary for us to read and store messages so that we can respond.
Subscribing to email updates.	Name, email	Consent - you should give us your active consent.
Paying your subscription	Name, email, address, payment information	This information is necessary for us to fulfil your intention of paying your subscription and your expectation of receiving a confirmation message.
Signing up as a member	Name, email	By paying your membership fees you have entered into a contractual relationship with us.
Presence in membership register	Name, email, phone number, institutional information, photo (optional), biography (optional).	One of the services that the NSMES offers is an open membership register that allows Nordic researchers to identify and contact each other. You may choose how much of this information is public.

Website functionality	Website activity collected through cookies	It is necessary for us to store a small amount of information, usually through cookies, to deliver functionality that you would expect, such as remembering the contents of your subscription renewal before you have fully completed the process.
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2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle subscription transactions;
- where you have specifically agreed to this, send you communications by email relating to matters which we think may be of interest to you.

3. When we share your data

We will not share your information with third parties for marketing purposes. We will pass your data to third parties in the following circumstances:

- for the purposes of registration for an activity such as a conference or workshop, and only to the extent that is necessary to deliver the service; or
- if we are required by law to share your data.

In addition, we will only pass data to third parties outside of the EU where appropriate safeguards are in place as defined by Article 46 of the General Data Protection Regulation.

4. Maintaining the personal data we hold for you

We aim to give you control over the personal information we hold about you. You are entitled to view, amend or delete the personal information that we hold. If you change email address, or any of the other information we hold is inaccurate or out of date, please update it online, or email secretary@nsmes.org.

5. How long we keep your data

We take the principles of data minimisation and removal seriously and have internal policies in place to ensure that we only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

6. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and we will make it as easy as possible for you to do this (for example by putting 'unsubscribe' links at the bottom of all our emails).
- You have the right to ask for rectification and/or deletion of your information.
- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Datatilsynet website here: <https://www.datatilsynet.dk>.

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in touch with us.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

7. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in a shopping basket, and counting the number of people looking at a website.

Where cookies are used to collect personal data, we list these purposes in section 1 above, along with other personal data that we collect. However, we also use some cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>.

8. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website. If a modification meaningfully reduces your rights, we'll notify people whose personal data we hold and is affected.