

ROYAL ACADEMY OF ENGINEERING FELLOWS PRIVACY POLICY

INTRODUCTION

In this Fellows Privacy Policy (**Privacy Policy**):

- References to **we**, **us** or **our** means the Royal Academy of Engineering, a registered charity (No. 293074 (**Academy**)). We are located at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DU, United Kingdom.
- References to **you** or **your** means any person being considered for Fellowship, nominated for a Fellowship or elected to the Fellowship of the Academy.
- References to **Fellows** means a Fellow of the Academy.
- References to the **Website** means the website found at <https://www.raeng.org.uk>.

PRIVACY POLICY

This Privacy Policy (together with the written obligation that you agree to take on when you sign your name in the Register of Fellows, and the letters of welcome on election from the President and Chief Executive Officer of the Academy) sets out the basis on which we collect and use personal information about you through your involvement with us and your use of the Website.

This Privacy Policy describes:

- who is responsible for the personal information that we collect about you;
- what personal information we collect about you;
- how we will use it;
- who we may disclose it to; and
- your rights and choices in relation to your personal information.

This is to make sure you have a full picture of how we collect and use your personal information.

In this Privacy Policy, where we use the words **personal information**, we use these words to describe information that is about you and other individuals, for example when you nominate an individual as a Fellow, and is information which identifies you or them.

You have the right to object to our use of your personal information at any time. Details of who to contact if you want to exercise this right can be found at the **How to Contact us** section below. For further information on all of your rights, please see the **Your rights** section below.

WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION THAT WE COLLECT?

For the purpose of data protection law, we are the controller in respect of your personal information collected and used when we are considering your suitability for Fellowship, during the course of the nomination process and (if successful) once you have been elected as a Fellow of the Academy and your involvement with us and your use of the Website. This is because we dictate the purpose for which your personal information is used and how we use your personal information.

WHAT PERSONAL INFORMATION DO WE HOLD ABOUT YOU?

When we are considering your suitability for Fellowship, during the course of the nomination process and (if successful) once you have been elected as a Fellow of the Academy we collect and use personal information about you.

Different types of personal information will be held by us when you are being considered for a Fellowship and once you have been appointed as a Fellow. The personal information we collect from you, use, transfer and disclose, and otherwise process includes:

Information that we hold about you

The information that we hold about you may include the following:

Type of Personal Information	Examples
General	
Contact information.	Name, title, address, email address and telephone number.
General information.	Gender, marital status and date of birth, biographies and information about you, and other personal information that is included in your nomination for a Fellowship or that you provide to us.
Photographs and video recordings.	CCTV recordings captured by equipment on our premises at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DU, United Kingdom.
Complaints.	Contact information about you and details of the complaint you have.
Feedback on the nomination process for Fellows and any events, programmes and workshops that we hold.	Contact information about you when you provide us with written feedback on the nomination process or any events organised for Fellows.
Education	
Education and employment information.	Educational background, employer details and employment history, skills and experience, professional licences, membership of any professional bodies such as professional engineering institutions and other academies.
Financial	
Financial information and account details in relation to payments we may need to make to you or payments that you need to make to us.	Bank account number, credit card number or other financial account number and account details for payment to us of annual subscription fees.
Marketing Preferences	
Information about you enabling us to provide relevant material and details about our work.	Information about your personal life and interests is collected when you are nominated as a Fellow and if you are elected as a Fellow. This information may be collected over the telephone or from our Website or in person.

Type of Personal Information	Examples
Marketing preferences, marketing activities and feedback.	<p>Marketing preferences, information relating to the work of the Academy and events and activities that the Academy hosts.</p> <p>To improve our marketing communications, we may collect information about interaction with, and responses to, our marketing communications.</p>

We also collect your personal information (such as details of the work you are involved with on the Academy's behalf, information about your career and professional background, and details contained in any nomination) from **third party sources**. This personal information is collected in a way that is compliant with the GDPR, and from third party sources such as:

- government departments;
- organisations we partner on our policy work, such as Professional Engineering Institutions;
- transfers of personal information from partner organisations to the Academy such as the Royal Society and other National Academies, Newton Fund International Partner (<http://www.newtonfund.ac.uk/about/about-delivery-partners/>), such as the Chinese Academy of Engineering, Thailand Research Organisation, Fundação de Amparo à Pesquisa do Estado da Bahia;
- publicly available sources such as the Beauhurst database (operated by Business Funding Research Ltd), social media profiles e.g. on Facebook or LinkedIn, newspapers, and news websites, engineering industry periodicals, Who's Who, company Website and company reports such as annual reports and statutory filings, media and parliamentary databases that we subscribe to known as Agility PR Solutions Limited and Dods People UK (operated by Dods Group plc); and
- any person who nominates you for a Fellowship and any other referees proposed in relation to this nomination.

Information we collect from you using technical means:

Type of Personal Information	Examples
General	
CCTV recordings.	CCTV images captured by equipment on our premises at Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG, United Kingdom.
Through our use of cookies on our Website.	<p>Cookies are pieces of information stored directly on the device you are using. Cookies allow us to recognise your device and to collect information such as internet browser type and time spent using the Website.</p> <p>Please see our Cookies Policy which can be accessed here https://www.raeng.org.uk/terms-</p>

Type of Personal Information	Examples
	and-conditions/cookies for more detail on how we use cookies on our Website.

INFORMATION ABOUT THIRD PARTIES

When we are considering your suitability for a Fellowship, during the course of the nomination process and (if successful) once you have been elected as a Fellow of the Academy, you may provide us with personal information relating to third parties. This includes details of an individual where you are nominating them for a Fellowship with the Academy, or if you are a referee (whose name a Fellow has proposed) providing a personal reference for an individual who has been nominated for a Fellowship.

We will use this personal information in accordance with this Privacy Policy. If you are providing personal information to us relating to a third party, including where you are nominating an individual for a Fellowship, you confirm that you have the consent of the third party to share such personal information with us, and that you have made the information in this Privacy Policy available to the third party.

HOW DO WE USE THE PERSONAL INFORMATION WE COLLECT ABOUT YOU?

We use your personal information for a variety of different purposes when we are considering your suitability for a Fellowship, during the course of the nomination process and (if successful) once you have been elected as a Fellow of the Academy.

In particular, your personal information may be used by us, our employees or service providers, and may be disclosed to third parties for the purposes set out in the table below. For each of these purposes, we have set out the legal basis on which we use your personal information. This is because, under data protection law, we can only use your personal information if we have a legal basis to do so.

Examples of where we have a legal basis to process your personal information includes when:

- we have your **consent**;
- it is **necessary to enter into or perform a contract** we have with you (or to take steps at your request prior to entering into that contract);
- it is necessary in order to **protect your vital interests**;
- it is in our **legitimate interests** to process your personal information; or
- it is necessary to comply with a **legal obligation**.

We must tell you which legal basis we are relying on when we use your personal information. The legal basis we rely on is set out below together with the purposes that we use your personal information for.

Purpose	Legal Basis
To communicate with you and other individuals.	<p>Legitimate interests: We require your personal information in order to enable us to manage and carry out our operations as a charitable organisation, and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.</p> <p>Performance of a contract we have with you. This is only relevant if you are elected as a Fellow.</p>

Purpose	Legal Basis
<p>To formalise your election as a Fellow and to manage your activity as a Fellow.</p>	<p>Legitimate interests: We require your personal information to enable us to manage and carry out our operations as a charitable academy of engineering, and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.</p> <p>Performance of a contract we have with you. This is only relevant if you are elected as a Fellow.</p>
<p>To carry out profiling of individuals further to their nomination as a Fellow or as a preliminary step before nomination by obtaining information from publicly available sources and publicly accessible social media sites in order to:</p> <ul style="list-style-type: none"> • assess individuals for election to the Fellowship before they are nominated by a Fellow; • assess a nominee; • after your election as a Fellow, determine whether a Fellow will be receptive to financially supporting the activities of the Academy; and • after your election as a Fellow, build relationships with Fellows and to send these individuals bespoke and targeted information about the events, programmes, schemes and other activities of the Academy. 	<p>Legitimate interests: We require your personal information to enable us to assess whether you should be elected as a Fellow, whether you fulfil the criteria required to be a Fellow and in order to build long term relationships with you and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.</p>
<p>When you provide nomination details about an individual who you wish to nominate for election as a Fellow.</p>	<p>Legitimate interests: We require your personal information to enable us to manage and carry out our operations as a charitable academy of engineering, and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.</p>
<p>To monitor and assess the fairness of our process in relation to assessing and awarding the offer of Fellowship to individuals.</p>	<p>Legitimate interests: We require your personal information to ensure that we are fair in relation to our processes for awarding the offer of Fellowship to individuals and so as to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.</p>
<p>To administer payments from you in relation to your annual subscription fee as a Fellow.</p>	<p>Performance of a contract we have with you. This is only relevant if you are elected as a Fellow.</p>

Purpose	Legal Basis
To administer payments to you.	Performance of a contract we have with you. This is only relevant if you are elected as a Fellow.
To process your requests to become involved in and participate in any of our events, programmes, schemes or other activity.	Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering, and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
To contact you in relation to your personal information for inclusion in the annual Fellows book and online database and to send you a copy of the Fellows book.	Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
To promote the work that you do with the Academy (for example in periodicals, press releases and on social media) to promote the advancement of engineering.	Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
To carry out events and workshops organised by the Academy of which you are an attendee or speaker and to deal with the related administration.	Legitimate interests: We require your personal information in order to ensure the smooth operation of events and workshops we host, to organise attendees, the speakers and the programmes of events and inform attendees of the other participants to help you network with other individuals and to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
Carry out video or audio recordings of and take photographs at events, programmes and workshops you attend.	Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
To provide you with information about the work we undertake (including newsletters, details of any events, workshops or competitions which we believe may be of interest to you) in accordance with your specified preferences.	We will rely on either: Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit; or Consent.
To provide you with information about opportunities within the engineering sector, which we believe may be of interest to you based on knowledge that we have obtained	Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering

Purpose	Legal Basis
about you from publicly available sources.	and to promote the advancement of engineering for public benefit.
To contact you about fundraising opportunities and legacy bequests.	<p>We will rely on either:</p> <p>Legitimate interests: We require your personal information to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit; or</p> <p>Consent.</p>
To monitor and assess the fairness of our process in relation to assessing and electing Fellows and to monitor diversity.	Legitimate interests: we require your personal information to ensure that we are fair in relation to our processes for awarding the prestigious accolade of Fellowship and so as to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.
To comply with any legal or regulatory obligations (including in connection with a court order).	Necessary for compliance with a legal obligation to which we are subject.
To manage any complaints you may have.	Legitimate interests: we require your personal information in order to ensure that we are a fair organisation in terms of our processes and that we are reasonable in our dealings with individuals so as to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit.

WHAT SENSITIVE PERSONAL INFORMATION DO WE HOLD ABOUT YOU?

We may also collect certain sensitive personal information (including any special categories of personal data) from you. This may include information concerning your:

- racial/ethnic origin;
- sexual orientation;
- religious belief;
- current physical medical condition or disability information; and
- information about your family that is publicly available (this information is used for briefing notes prepared and used internally by the Academy).

When we process your sensitive personal information, we will rely on either of the following legal bases:

- your explicit **consent**; or

- one or more of the other legal bases set out in the table above and the **use is necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity** (for example, when a court issues a court order requiring the processing of your sensitive personal information).

Where we use certain elements of your sensitive personal information (for example, racial or ethnic origin/religious or philosophical beliefs, health data or details of your sexual orientation) to carry out equal opportunities monitoring we do so in reliance on the **equality of opportunity or treatment** legal basis. We only report on this in a non-attributable and aggregated manner.

PERFORMANCE OF A CONTRACT

We may be required to obtain your personal information to: comply with our legal requirements, enable us to fulfil the terms of our contract with you (by which we mean the obligations that you have accepted to the Academy pursuant to the Charter, Statutes and Regulations and vice versa) or in preparation of us entering into such arrangements with you. This means that where required, if you do not provide the relevant personal information to us, we may not be able to perform our obligations to you as a Fellow of the Academy.

WHO MAY WE DISCLOSE YOUR PERSONAL INFORMATION TO?

- You agree that we may share your personal information with:

Type of third party	Examples
General	
Our internal departments.	Internal departments within the Academy such as Enterprise Hub.
Our service providers.	<p>Our business partners, suppliers and sub-contractors for the performance of our business operations as well as for any contract we enter into with you. For example:</p> <ul style="list-style-type: none"> • box.com who provide secure file sharing services to the Academy; • Microsoft Dynamics who provide the Academy's central records management system; • Microsoft Systems Centre who monitor the Academy's IT systems; • Blancco which is the Academy's recycling partner for the Academy's redundant hardware; • Raiser's Edge NXT which provide IT systems, destination management and storage services to the Academy; • Mailchimp who provide marketing platform services to the Academy; • Fluent Technology Limited who provide the Academy's grant management system Flexi-grant; and • DotMailer who provide the Academy with automated email marketing services.

Type of third party	Examples
	<p>We will also share your personal information with the following categories of service provider to help us with our operational requirements. For example:</p> <ul style="list-style-type: none"> • travel agencies and travel providers in order to arrange travel for events and programmes that we hold around the world; • hotels around the world; • Electoral Reform Services in relation to the election and management of our trustee and Fellowship functions; and • printing companies in relation to printing and circulating our publications. <p>A current list of these third-party service providers with whom we share your personal information can be provided to you on application to the Compliance Manager at cm@raeng.org.uk, or by one of the other means of communication set out in the How to Contact Us section below.</p>
Our professional advisers.	<p>Including accountants, lawyers and other professional advisers that assist us in carrying out our charitable activities, a current list of these third parties can be provided to you on application to the Compliance Manager at cm@raeng.org.uk, or by one of the other means of communication set out in the How to Contact Us section below.</p>
International partner organisations with the Academy such as other International Academies.	<p>Chinese Academy of Engineering, TIA (South Africa) and CONCYTEC (Peru).</p>
Other UK national academies.	<p>The Academy of Medical Sciences, the Royal Society and the British Academy.</p>
Organisations who are funding providers to the Academy.	<p>Department of Business, Energy and Industrial Strategy, Leverhulme Trust and Lloyd's Register Foundation.</p> <p>A full list of our funding providers is provided in our audited Report and Accounts at:</p> <p>https://www.raeng.org.uk/about-us/strategy-and-finance.</p>
Official Development Assistance.	<p>Department for International Development, Independent Commission for Aid Impact.</p>
Government authorities.	<p>For helping to identify Fellows or individuals who have been nominated as Fellows who may be suitable candidates for public appointments.</p>

Type of third party	Examples
Expert reviewers who assist us with the review of nominations for Fellows.	These reviewers comprise Fellows of the Academy and people who are academic experts in the field of a particular research application. Our reviewers may be based all over the world.
Government authorities and third parties involved in court action.	External agencies and organisations for the purpose of complying with applicable legal and regulatory obligations. For a full list of third parties with whom your particular personal information may be shared, please contact the Compliance Manager at cm@raeng.org.uk , or by one of the other means of communication set out in the How to Contact Us section below.
Third parties who nominate individuals for election as Fellows.	These third parties will provide us with personal information about you in relation to your proposed election as a Fellow.

We may also disclose your personal information to other third parties, for example:

- if we or substantially all of our assets are acquired by a third party or we merge with another charitable organisation (or are subject to a reorganisation within our group), personal information held by us will be one of the categories of assets that are transferred; and
- if we are under a duty to disclose or share your personal information to comply with any legal obligation, or if we are involved in any litigation with you.

Whilst we have listed above the different third parties with whom we share personal information, please be assured that we will not share all of your personal information with all of the third parties list above. We will only ever share the minimum of your personal information with such third parties as are listed above as is necessary to enable us to carry out our operations as a charitable academy of engineering and to fulfil our role in relation to the pursuit, encouragement and maintenance of excellence in engineering and to promote the advancement of engineering for public benefit. The extent of the sharing of your personal information will differ depending on the nature of the relationship that you have with us.

WHERE WILL WE TRANSFER YOUR PERSONAL INFORMATION?

We will process your personal information both within and outside the European Economic Area (**EEA**). This includes Africa, Brazil, Chile, China, Columbia, Egypt, India, Indonesia, Jordan, Kazakhstan, Kenya, Malaysia, Mexico, Peru, Philippines, Rwanda, Singapore, South Africa, Thailand, Turkey, United States of America and Vietnam. This is because:

- we hold events in these countries related to our charitable purposes;
- we have partnership programmes in place with other engineering related academies and bodies and innovation funding agencies in these countries; or
- we may send applications for funding and grants that we receive to individuals who are eminent academics in the field of engineering and who are based in these countries.

When we transfer personal information outside the EEA, we will implement appropriate and suitable safeguards to ensure that such data will be protected as required by applicable data protection law, for example we will seek to anonymise it.

If we can't anonymise your personal information, we will take reasonable steps to ensure that your personal information is protected. To do this we use a set of standard data protection clauses, which have been approved by the European Commission. For further information as to the safeguards we implement and to obtain a copy of this information please contact the Compliance Manager at cm@raeng.org.uk, or by one of the other means of communication set out in the **How to Contact Us** section below.

HOW LONG WILL WE KEEP YOUR PERSONAL INFORMATION?

We will retain your personal information for no longer than is necessary for the purposes for which the personal information is processed. The length of time we hold on to your personal information will vary according to what that information is and the reason for which it is being processed.

If you are not elected as a Fellow following your formal nomination in any year, we will only retain your personal information for a period of three years from the date that your Fellowship nomination is declined.

If you are elected as a Fellow we will retain your personal information in relation to your profiling and consideration for nomination and personal information that we acquire when you become a Fellow for the rest of your life. This is to ensure that we can manage our obligations to you as a Fellow and so that you can fulfil your duties to the Academy which are required from you in your role as a Fellow.

Personal information which is held for the following purposes will be retained by us for six years:

- to enable us to respond to any queries or complaints you may have; and
- to fulfil our obligations to HM Revenue & Customs, Home Office, Department for Business, Energy and Industrial Strategy, Department for International Development and other governing bodies.

For those processing purposes not listed above, we will hold this information in accordance with our data retention policy. For further information on our policy and how long we will keep your information for, please contact the Compliance Manager at cm@raeng.org.uk, or by one of the other means of communication set out in the **How to Contact Us** section below.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Compliance Manager at cm@raeng.org.uk, or by one of the other means of communication set out in the **How to Contact Us** section below.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

YOUR RIGHTS

You have certain rights with respect to your personal information. These rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights. You can exercise these rights using the contact details below.

Your rights	Summary of your rights
Right of access to your personal information	<p>You have the right to receive a copy of your personal information that we hold about you, subject to certain exemptions.</p> <p>We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information you require).</p>
Right to rectify your personal information	<p>You have the right to ask us to correct your personal information that we hold where it is incorrect or incomplete.</p>
Right to erasure of your personal information	<p>You have the right to ask that your personal information be deleted in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used; • if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information; • if you object to the use of your personal information (as set out below); • if we have used your personal information unlawfully; or • if your personal information needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	<p>You have the right to suspend our use of your personal information in certain circumstances. For example:</p> <ul style="list-style-type: none"> • where you think your personal information is inaccurate (and only for such period to enable us to verify the accuracy of your personal information); • the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead; • we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or • you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.
Right to data portability	<p>You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible.</p> <p>The right only applies:</p> <ul style="list-style-type: none"> • to personal information which you have provided to us; • where we rely on either of the following legal bases: <ul style="list-style-type: none"> • the use of your personal information is based on your consent; or • for the performance of a contract; and • when the use of your personal information is carried out by automated (i.e. electronic) means.

Your rights	Summary of your rights
Right to object to the use of your personal information (including to object to direct marketing, automated decision making and profiling)	<p>You have the right to object to the use of your personal information in certain circumstances and subject to certain exemptions. For example:</p> <ul style="list-style-type: none"> • where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party); • if you object to the use of your personal information for direct marketing purposes; or • where we use your personal data to take a decision which is based solely on automated processing where that decision produces a legal effect or otherwise significantly affects you.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal information.
Right to complain to the relevant data protection authority	You have the right to complain to the relevant data protection authority, which is, in the case of the Academy, the Information Commissioner's Office (ICO), where you think we have not used your personal information in accordance with data protection law.

HOW TO COMPLAIN

If you think there is a problem with how your personal information is being handled, please contact us by using the details set out in the **How to Contact Us** section below.

You also have a right to complain to the Information Commissioner's Office who can be contacted on 0303 123 1113. Their contact details are also set out at www.ico.org.uk

CHANGES TO OUR PRIVACY POLICY

We will review this Privacy Policy regularly and we reserve the right to make any changes at any time to take account of changes in our business activities and legal requirements and the manner in which we process personal information.

Any changes we make to this Privacy Policy in the future will be posted on our Website and, where appropriate, we will give reasonable advance notice of any changes to you.

HOW TO CONTACT US

If you have any questions regarding this Privacy Policy or the way we use your personal information, you can contact the Compliance Manager via:

Email: cm@raeng.org.uk

Telephone: +44 (0) 207 766 0600

Post: Prince Philip House, 3-4 Carlton House Terrace, London, SW1Y 5DG.

This Privacy Policy was last updated on 24 May 2018.