

Privacy Notice

Introduction

CIOL and CIOL Qualifications (CIOLQ) treat all personal data received with respect to ensure such data remains safe and secure. Under the General Data Protection Regulation (GDPR) you have a legal right to understand how we use and protect your personal data. We may change this privacy notice from time to time to reflect updates to our privacy practices. This document was last reviewed in March 2023

We are committed to protecting and respecting your privacy. This privacy notice applies to personal information collected and processed by us.

CIOL and CIOLQ, registered office 167 Fleet Street, London EC4A 3DF are the data controllers of your personal data and we are registered with the [Information Commissioner's Office \(ICO\)](#). You can contact us by email, post or phone:

- x CIOL – membershipteam@ciol.org.uk
- x CIOLQ – qualifications@ciol.org.uk

What this Notice covers

This Notice covers the qualification, assessment and membership services we provide and the benefits of membership we offer. It does not cover any external websites which may be reached from links within our website (www.ciol.org.uk) or via our email communications. In such cases you should read the privacy notice of the site you subsequently visit.

Data retention

Current members

We will retain and use your data whilst

Using third parties within and outside the EEA

How ever you provide your personal information, we will never pass your details to any other company unless it is in relation to your exam or assessment or to fulfill a benefit or service of membership, such as the fulfilment house we use to distribute CIOL's professional journal *The Linguist*.

When data is passed to a third party, this is always under a formal agreement [here](#) (r) n1.9 0

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3. Processing for purposes of scientific/historical research and statistics

One of our lawful bases for processing your data is *Legitimate Interest* (see Lawful Basis for Processing Your Data above). We only use your data in a way you would reasonably expect and only in relation to your membership (or application for membership) and/or entering for an examination.

You can find out more information by visiting the [ICO website](#)

Our contact details

Members and applicants:

- x membershipteam@ciol.org.uk
- x 167 Fleet Street London EC4A 2EA

Exam and Assessment candidates:

- x qualifications@ciol.org.uk
- x 167 Fleet Street London EC4A 2EA

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