

Privacy Notice

1. The UKTA is committed to transparency to Data Subjects about how Personal Data is collected, processed and used.
2. This Privacy Notice applies to all Data Subjects such as UKTA members, visitors to the UKTA website, users of UKTA services and explains how the UKTA will collect, store and process Personal Data.
3. The protection and security of Personal Data is very important to the UKTA, and it will protect Personal Data as set out in its Data Protection Policy.

Collection of Your Personal Data

4. Regardless of how you may contact the UKTA, it will maintain records under the lawful basis of 'legitimate interest' and 'performance of contract'.
5. The UKTA only holds Personal Data directly obtained from its Data Subjects.
6. The UKTA collects your Person Data for one or more of the following purposes, to:
 - a. process membership applications
 - b. fulfil membership obligations
 - c. provide membership benefits
 - d. provide information
 - e. manage communication
 - f. initiate and complete financial transactions
 - g. provide access to electronic material
 - h. provide updates of benefits and services directly connected to UKTA membership
 - i. ensure security and safe operation of its website and IT infrastructure
 - j. maintain contact irrespective of membership status
 - k. give notice of meetings and events

Purpose of Processing Your Personal Data

7. The UKTA processes your Personal Data entirely for the purpose of maintaining contact to delivery UKTA services and member benefits and to fulfil any contracts.
8. The Personal Data the UKTA may process is as follows:
 - a. First name
 - b. Surname
 - c. Email address(s)
 - d. Telephone number((s)
 - e. Employer name

- f. Employer website
- g. Employer postal address
- h. Home postal address
- i. Job Title
- j. Correspondence
- k. Qualifications and training
- l. UKTA membership type
- m. Status of UKTA membership
- n. Financial transactions
- o. Banking details
- p. Find a Thermographer categories

Special Category Data

9. The UKTA does not collect special category data.

Sharing Your Personal Data

10. The UKTA uses several cloud-based systems to manage Personal Data such as, but not limited to:
- Zoom (video calls)
 - Teams (video calls)
 - LinkedIn (communication)
 - WhatsApp (communication)
 - Outlook (email communication)
 - SharePoint (document and file share)
 - Website (communication and data collection)

Keeping Your Personal Data Secure

11. The UKTA takes reasonable steps to keep your data secure and has appropriate security controls in place to protect accidental loss or unlawful access of your Personal Data.
12. The UKTA ensures that only Committee Officers, the Press Officer (if appointed), the Membership Administrator (if appointed) and Committee Members who have a legitimate need can access your Personal Data.
13. The UKTA will process your Personal Data in an authorised manner and with a duty of confidentiality.

14. The UKTA will adopt where possible best practice for information security such as SSL, passwords and encryption.
15. The UKTA has a procedure to deal with any suspected data security breach.
16. The UKTA has no control over your Personal Data between your device and the boundary of its information infrastructure, and you should take appropriate steps to safeguard your own Personal Data.
17. The UKTA can accept no liability for data security breaches that occur beyond its sphere of control.
18. The UKTA maintains appropriate records of processing activities and has appropriate contracts to protect your rights and safeguard your Personal Data.
19. The UKTA will take reasonable steps to ensure that any international transfer of Personal Data complies with UK Data Protection laws.

The Length of Time the UKTA Keeps Your Personal Data

20. The UKTA will process your Personal Data as is reasonably necessary for the purposes specified above.
21. The UKTA will retain and dispose of your Personal Data as set out in its Data Protection Policy.
22. The UKTA will not send you marketing communications if you opt-out of receiving them. However, the UKTA may continue to use your Personal Data for other purposes as specified above.

Where Does the UKTA Process and Store Your Personal Data?

23. The UKTA processes your Personal Data in the UK.
24. Where the UKTA utilises cloud computing applications which may transfer data outside of the UK it will adhere to controlled and secure data sharing practice.
25. Your Personal Data will be collected, stored primarily in the UK.
26. The UKTA uses recognised third parties to manage the organisation and to provide services. These third parties may operate outside the UK.

Your Rights as a Data Subject:

27. You have rights as a data subject of the UKTA.

28. Your rights as a data subject are as follows:

Your Right to be Informed about the Collection and Use of Your Personal Data.

29. This privacy notice provides clear and transparent information about how the UKTA collects and uses your Personal Data.

Your Right of Access to Your Personal Data

30. You can request a copy of the Personal Data the UKTA holds about you free of charge. Before releasing any Personal Data, the UKTA will verify your identity and, if relevant, the authority of any third-party requestor.

31. Following verification, the UKTA will provide a copy of your Personal Data as well as the following information:

- a. the purposes of the processing
- b. the categories of Personal Data concerned
- c. the recipients to whom the Personal Data has been disclosed
- d. the retention period or envisioned retention period for that Personal Data
- e. the source of the Personal Data.

Your Right to Rectify Inaccurate or Incomplete Personal Data

32. You can request that the UKTA corrects inaccurate or incomplete Personal Data.

33. The UKTA will endeavour to correct this as soon as possible.

34. You may request that the UKTA does not process your Personal Data until the corrections are made.

Your Right to Erase your Personal Data ("right to be forgotten")

35. You can request that the UKTA deletes your Personal Data when a legal basis to process data no longer exists.

Your Right to Restrict Processing of Your Personal Data

36. You can request that the UKTA cease to process your Personal Data.

37. This right is an alternative to the right to erase your Personal Data, and the UKTA will continue to hold your Personal Data but will not process it.

38. You can exercise this right when one of the following conditions applies:

- a. Your Personal Data is inaccurate.
- b. You believe that the UKTA is unlawfully processing your Personal Data.

- c. The UKTA no longer requires the Personal Data for processing, but it is required for a legal process.
- d. You have exercised your right to object, and you wish to restrict processing of your Personal Data until your objection is decided.

Your Right to Personal Data Portability

- 39. You can request that the UKTA transfer your Personal Data to another data controller or data processor in a commonly used and machine-readable format.
- 40. This right is only available if the original processing was on the basis of consent, the processing is by automated means, and the processing is based on the fulfilment of a contractual obligation.

Your Right to Object

- 41. You can object to the UKTA processing your Personal Data when it does so:
 - a. based on legitimate interest
 - b. for the purpose of direct marketing
 - c. for the purposes of scientific or historic research
 - d. using automated decision-making and profiling.
- 42. Data Subjects may exercise their rights by submitting a written request to the UKTA Secretary at secretary@ukta.org who acts as a Data Protection Officer (DPO) and the Chair (chair@ukta.org) and the Deputy Chair (chair@ukta.org). The UKTA will need two valid forms of identification for the purpose of verification.

Website and Cookies

- 43. When you visit the UKTA website and your browser is set to accept cookies, the UKTA website will interpret this as an indication that you consent to its use of cookies and other similar technologies as described in this Privacy Notice.
- 44. You can modify the settings on your browser to reject cookies or disable cookies completely. However, this may result in the loss of some of the functionality of the UKTA website.
- 45. When you use the UKTA website you are consenting to cookies or other technologies collecting information for the purposes described in this Privacy Notice.
- 46. The UKTA website uses cookies to identify UKTA members from other users of the website.

Making a Suggestion or Complaint

- 47. The UKTA Committee will take your suggestion or complaint seriously and it will actively listen to your concerns and aspire to a mutually beneficial outcome.

48. Should you wish to raise a suggestion or complaint please refer to the UKTA Suggestion & Complaint Policy.
49. If the UKTA is unable to address a complaint about your Personal Data, you can raise a further complaint to the Information Commissioner's Office (ICO). The UKTA has voluntarily registered with the ICO and its ICO Registration Number is: ZC104049.

Current Issued Revision: 1
Previous Revision: N/A

Signed: Jon Willis
Acting UKTA Chair
Date: 13 March, 2026

Signed: Catherine Simpson
UKTA Secretary
Date: 13 March, 2026