



MAKING BUILDINGS WORK

Commissioning Specialist Association GDPR Privacy Notice

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The Commissioning Specialist Association is an association for the commissioning industry within the construction world.

Its membership comprises commissioning industry companies, individual commissioning engineers and associated companies (such as equipment manufacturers, instrument suppliers, etc.), who have a vested interest in ensuring that the commissioning function in today's complex buildings is carried out to a uniformly high standard.

By choosing to join the Association as a member you need to be made aware that we collect and process your personal data for the following purposes:

- To email you CSA press releases, publications and our quarterly newsletter Index
- Stored on our databases, to enable us to email you
- The data we store is; your address, telephone number, CV, company of employment, achievements, grades and certificates gained with the Association
- Your information is also stored on our financial database to enable us to invoice you throughout the year for your membership and any related fees
- Your information is retained for CSA membership purposes only and is not shared with any third parties.

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for the Commissioning Specialist Association to process personal data, but it must be explicitly given.

If we ask you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time to stop receiving communications from us, you will be able to do so by writing to us or emailing us. Details of contact are on our website.

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products, services we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Post **Email** **Telephone**

Please tick to confirm:

I agree