**DATA PRIVACY NOTICE**

**Purpose**

The ASMCF collects your data in order to keep a record of those individuals who are members of the organisation. It allows you access to:

* A quarterly journal Modern and Contemporary France containing research articles, items of topical interest, book reviews, a list of recent publications and an index of periodical articles.
* Access to the online version of the journal via the members’ area of the Association’s website.
* Reduced rates for attendance at the annual ASMCF conference and other events.
* Eligibility for Association Funding for approved activities, including conferences, seminars, and outreach events.
* Preferential rates at Liverpool University Press, Studies in Modern and Contemporary France and Routledge Books in French Studies.
* Eligibility for Association postgraduate and ECR prizes and awards.
* Eligibility to take part in the ASMCF Mentorship Scheme.

**Legal Basis**

Your data is being held on the basis of your consent. You may withdraw this consent at any time by cancelling your membership with ASMCF and contacting the ASMCF Membership Secretary to request that all records of your membership be deleted. Mentors who take. part in the ASMCF Mentorship Scheme should also act in compliance with the Data Protection Act of 2018.

**Third Parties**

Your information will not be shared with any individuals or organisations outside of the ASMCF and T&F, save for joint events/those in association with cognate association and your partner in the mentorship scheme if you opt in (name, email address, academic institution, research interests). Access to the Members’ Database on the ASMCF server is restricted to the approved Web Officers, those within T&F charged with handling ASMCF matters, and any *ad hoc* persons who are asked by Web Officers to generate distribution lists for post and/or email communication.

**Security**

Data will be stored securely on the ASMCF’s password-protected Dropbox, and access is strictly limited.

**Retention**

Data will be stored for a maximum of six years for tax, legal, and monitoring purposes. For more information see the **ASMCF Data Protection Policy** on our website.

**Rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.

To exercise these rights please use the contact details below

**Contact details**

If you have any questions relating to this document or the way ASMCF are planning to use your data please contact:

Megan Ison, ASCMF Membership Secretary

megan.ison@port.ac.uk

**You have the right to lodge a complaint against the ASMCF regarding data protection issues with the Information Commissioner’s Office (**[**https://ico.org.uk/concerns/**](https://ico.org.uk/concerns/)**).**

*Name: Signed: Date:*