

**REA POLICY**

# **Website and Services Privacy Notice**

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|----------------------|-----------------------------|
| <b>Version</b>       | 1.1                         |
| <b>Date Ratified</b> | 7 <sup>th</sup> August 2026 |
| <b>Review Date</b>   | 7 <sup>th</sup> August 2027 |
| <b>Status</b>        | Approved                    |



## 1. Who we are

The Research Ethics Association (REA) is a charitable incorporated organisation registered in England and Wales, charity number 1213363. REA is the controller of the personal information described in this notice, which means it decides why and how that information is used.

Contact: [admin@ethics-association.org](mailto:admin@ethics-association.org)

Postal address: Research Ethics Association, 47 Newlyn Crescent, Puriton, Somerset, TA7 8BS

Website: [www.ethics-association.org](http://www.ethics-association.org)

## 2. What this notice covers

This notice covers information collected through REA's website and connected activities, including enquiries, accounts, membership, events, resources, newsletters, special-interest groups, contributions, donations, advertising, sponsorship and other services.

Trustees, volunteers, contractors or applicants may receive additional privacy information where an activity requires more detail. A specific event, research project or service may also provide a supplementary notice.

## 3. Information we may collect

| Category                              | Examples                                                                                                                                                   |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Identity and contact</b>           | Name, title, email address, postal address, telephone number, organisation, role and professional or academic interests.                                   |
| <b>Account and membership</b>         | Login and account identifiers, membership type and status, preferences, application details and membership activity.                                       |
| <b>Events and participation</b>       | Bookings, attendance, speaker or contributor details, session choices, abstracts, posters, recordings, feedback and accessibility or dietary requirements. |
| <b>Transactions and relationships</b> | Booking, donation, advertising, sponsorship, supplier or expense information; invoice and payment status; and transaction references.                      |
| <b>Communications</b>                 | Enquiries, correspondence, complaint or rights-request information, newsletter preferences, survey responses and records of consent or opt-out.            |
| <b>Website and technical</b>          | IP address, device and browser information, account and security logs, pages viewed, referral source, interactions and cookie choices.                     |
| <b>Governance and due diligence</b>   | Information needed to manage conflicts, eligibility, safeguarding, fraud prevention, contracts, legal obligations and organisational risk.                 |
| <b>Sensitive information</b>          | Special category or criminal offence information only where necessary and where an additional legal condition and safeguards apply.                        |

REA receives information directly from you, from people or organisations acting with your authority, from event or project partners, from publicly available professional or regulatory sources, and automatically through the website and its approved service providers.

Where a third-party payment provider is used, that provider handles the card details under its own terms. REA normally receives transaction information, payment status and a reference, rather than the complete payment-card number.

## 4. Why we use information and our lawful bases

| Purpose                                                                      | Typical lawful basis                                                                         |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Respond to enquiries and provide information or requested resources</b>   | Legitimate interests; steps requested before entering a contract; consent where appropriate. |
| <b>Create and manage accounts, membership, events, services and bookings</b> | Contract; legitimate interests; legal obligation where applicable.                           |

| <b>Purpose</b>                                                                      | <b>Typical lawful basis</b>                                                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Receive and publish abstracts, articles, recordings or other contributions</b>   | Contract or contributor permission; legitimate interests; consent where the use requires it.                                             |
| <b>Manage payments, donations, invoices, advertising, sponsorship and suppliers</b> | Contract; legal obligation; legitimate interests.                                                                                        |
| <b>Operate, secure and improve the website and investigate misuse</b>               | Legitimate interests; consent for non-essential cookies or similar technologies.                                                         |
| <b>Send newsletters, event information and charitable-purpose communications</b>    | Consent or the charitable-purpose soft opt-in where every PECR condition is met; legitimate interests for the associated administration. |
| <b>Meet governance, accounting, safeguarding and regulatory duties</b>              | Legal obligation; legitimate interests; vital interests or recognised legitimate interests where their specific legal conditions apply.  |
| <b>Handle complaints, rights requests, disputes and legal claims</b>                | Legal obligation; legitimate interests.                                                                                                  |

Where special category or criminal offence information is used, REA will also identify and record the additional legal condition required by data-protection law.

## 5. Newsletters and direct marketing

REA will tell you what you are signing up to and provide a simple way to unsubscribe in every electronic marketing message. Where REA relies on consent, you may withdraw it at any time. Where the charitable-purpose soft opt-in is used, it applies only when every legal condition is met, including the rules about when and how REA obtained your contact details.

REA may retain the minimum information needed on a suppression list so that it does not contact you again contrary to your choice.

## 6. Cookies and similar technologies

REA's website is currently built and hosted using Wix. Cookies and similar technologies may support security, accounts, forms, preferences, payments, performance and analytics. Non-essential technologies are controlled through the website's cookie choices.

The separate Website Cookie Policy, available through the website footer, explains the technologies in use and how to change or withdraw choices. Keeping the cookie schedule separate allows it to be updated when the live website configuration changes.

## 7. Who we share information with

Where necessary for the purposes above, REA may share information with:

- Wix and approved website, cloud-storage, email and collaboration providers, including Google Workspace;
- event, video-conferencing, mailing, survey, finance and payment-service providers;
- professional advisers, independent examiners, insurers and auditors;
- event, research or project partners where the role and responsibilities have been made clear;
- regulators, courts, law-enforcement or public authorities where disclosure is required or otherwise lawful; and
- another organisation involved in a genuine restructuring, merger or transfer, subject to appropriate due diligence and safeguards.

REA does not sell personal information or provide its membership or mailing lists to advertisers or sponsors. Suppliers acting as processors must use information only under appropriate written terms.

## 8. International transfers

Some approved technology providers may process information outside the UK. Where this occurs, REA will use an applicable UK adequacy regulation, approved contractual safeguards or another lawful transfer mechanism and will complete any required risk assessment. Current arrangements will be recorded in REA's Data Processing and Supplier Register.

## 9. How long we keep information

| Information                                    | Typical period                                                                                                  |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| General enquiries                              | 2 years after the last meaningful contact.                                                                      |
| Membership or account records                  | While active and normally 6 years after the relationship ends.                                                  |
| Event registrations                            | Normally 3 years after the event; financial records are kept for at least 6 years.                              |
| Accounting, invoices, donations and payments   | At least 6 years after the relevant financial year.                                                             |
| Marketing preferences                          | Until withdrawal or opt-out, followed by a minimal suppression record.                                          |
| Rights requests and data-protection complaints | Normally 3 years after closure.                                                                                 |
| Personal data breach records                   | Normally 6 years after closure.                                                                                 |
| Website logs, analytics and cookies            | The shortest period required for the stated purpose and as recorded in the Cookie Policy and provider settings. |

A record may be kept longer where law, audit, safeguarding, an investigation, a complaint or a legal claim requires it. It may be removed or anonymised sooner when no longer needed.

## 10. Your rights

Depending on the circumstances, you may have rights to be informed, obtain access, correct information, request erasure or restriction, receive portable information, object, withdraw consent and challenge certain solely automated decisions.

To exercise a right, contact [admin@ethics-association.org](mailto:admin@ethics-association.org). A request does not need special wording. REA may ask for information needed to confirm your identity and the information concerned. REA normally responds within one calendar month. It may take up to two further months for a complex request or multiple requests, in which case REA will explain the extension.

There is normally no charge. A reasonable administrative fee may apply only where the law allows it, including a manifestly unfounded or excessive request or a request for further copies.

## 11. Data-protection complaints

If you are concerned about how REA has used your information, contact [admin@ethics-association.org](mailto:admin@ethics-association.org) or write to Research Ethics Association, 47 Newlyn Crescent, Puriton, Somerset, TA7 8BS. REA will acknowledge a data-protection complaint within 30 days, investigate and keep you informed without undue delay, and tell you the outcome.

You may also complain to the Information Commissioner's Office (ICO): [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint); telephone 0303 123 1113; or Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. The ICO recommends raising the concern with the organisation first.

## 12. Changes to this notice

REA will update this notice when its activities, systems, suppliers or legal obligations change. The website will show the current version and publication date. Where a change materially affects how existing information is used, REA will take reasonable steps to bring it to the attention of the people affected before the new use begins where required.

| Control                      | Record                                                                      |
|------------------------------|-----------------------------------------------------------------------------|
| Owner                        | Data Protection Lead                                                        |
| Approved by                  | Board of Trustees                                                           |
| Approval date                | To be completed after the Board decision                                    |
| Publication date             | To be completed after the website checks                                    |
| Minute or decision reference | To be completed after the Board decision                                    |
| Next review                  | 12 months after publication; earlier if processing changes                  |
| Supersedes                   | Research Ethics Association Privacy Policy previously published or proposed |

### External guidance used

[ICO – Create your own privacy notice \(charity and voluntary sector, updated July 2026\)](#)

[ICO – Right to be informed](#)

[ICO – How to deal with data protection complaints](#)

[ICO – Electronic mail marketing rules](#)