

SOCIETY OF NEPALESE ENGINEERS IN THE UK (SONEUK)



Document Review History

Version no/ Revision Record	Date	Comment	Remarks
V1.0 First Issue	19/06/2024	First issue published by 5 th EC of SONEUK from 19 June 2024 after approval from the EC meeting.	Prepared by Sujan Sharma & Ravi Koirala in co-ordination with Rudra Poudel & Social Media Committee

Privacy Policy for SONEUK

What this privacy policy covers

SONEUK is committed to protecting your personal information and being transparent about what data we hold. Privacy Policy ('Policy') is to provide a clear explanation about how the SONEUK collects and uses the personal information you provide to us or that we collect, whether online, via phone, email, in letters or any other correspondence or from third parties.

Developing a better understanding of our members/supporters regarding their personal information allows us to work more efficiently without legal objection. We are dedicated to making improvements to this Policy so that transparency is at the core of what we do.

We ensure that we use your personal information in accordance with the law. This Policy explains:

- What information the SONEUK may collect about you;
- How we will use that information;
- Whether we disclose your details to anyone else;
- Your choices regarding the information you provide to us.

If you have any queries about this privacy, please contact info@soneuk.org. The Policy may change/update time to time to reflect that SONEUK follows updated legal compliance and practices.

Who we are?

SONEUK (Society of Nepalese Engineers in UK) is a registered UK charity (charity no 1177501). This Policy applies solely to SONEUK.

Objective of SONEUK

1. To organise social gathering to foster relationship among and including the family members of Nepalese Engineers living in the United Kingdom
2. To share experience and knowledge in resolving personal as well as professional problems faced by Nepalese Engineers in the United Kingdom.
3. To promote and encourage professional interaction and lifelong learning among the member engineers.
4. To assist new arrivals and job seeker engineers for their settlement in the United Kingdom through information dissemination and guidance in job search.
5. To empower Nepalese engineers with a sense of pride and achievement through collective actions including technical conferences, seminars and workshops.

6. To promote and foster good relations, exchange ideas, share experiences and skills between Nepalese engineers residing in the United Kingdom and engineers in Nepal
7. To initiate a process for recognition of Nepalese Engineering education in various organisations in the UK like ICE, RICS.
8. To promote, mobilise resources, and facilitate the advancement of engineering and scientific education, research, training, skills and technology transfer in Nepal through various Symposia, seminar and workshops, and other possible means.
9. To promote fraternity amongst Nepalese of other walks of life residing in the United Kingdom.
10. Skill & Technology transfer to Nepal.

Information collection

When you apply for a new membership, we'll collect details such as your name, email address, telephone number, date of birth, address, degree information, year of graduation, and university you studied.. For event registration, we may only ask for name, email address and telephone number for contact preferences.

What personal information do we process?

- Name and contact details (address, phone number, email and, social media profile)
- Date of birth
- Engineering degree information (for new members)
- Financial information for payment verification (we do not store any card or bank details)

Special Category Data We do not process special category data (religious belief, ethnic origin, health, biometric data, political opinion, disease, disability and so on)

Financial Data

We only process financial information to verify payment ownership. We request bank transfers for payments and securely delete financial information after verification.

Website users

- We do not use cookies to track any information.
- Personal information is collected when you register or contact us via the website.
- Registration information must be accurate, and updates should be communicated to us.

How we use your information

- To provide requested services, and information
- To inform you about our work, activities, or events (with your consent).
- To manage membership records
- For internal management, including record-keeping of enquiries, feedback or complaints
- To invite you to participate in surveys or research (voluntary)
- • To conduct supporter research and analyze provided information with public data to create supporter profiles.
- Where collecting and holding your information is required or authorised by law

Legal basis for processing

We rely on the "legitimate interest" ground for processing where we believe it is in the legitimate interests of you, as the data subject, or of the SONEUK, to process your data. When we process your personal information in this way, we also consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal information for activities where our interests are overridden by the impact on you, for example where collection and use of your information would be excessively intrusive (unless, for instance, we are otherwise required or permitted to by law). We will only use your information in accordance with the purposes described in this Policy. Examples of processing based on the legitimate interests ground are:

Your rights

You have the following legal rights:

Right to be informed – you have the right to be told how your personal information will be used. This Policy and other policies and statements used on this website and in our communications are intended to provide you with a clear and transparent description of how your personal information may be used.

Right of access – you can write to us to ask for confirmation of what information we hold on you and to request a copy of that information (and other related information). Provided we are satisfied that you are entitled to see the information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exceptions that apply.

Right of erasure – at your request we will delete your personal information from our records as far as we don't have an overriding legitimate reason for holding on to it (e.g. to comply with a legal obligation).

Right of rectification – if you believe our records of your personal information are inaccurate, you have the right to ask us to update those records. You can also ask us to check the personal information that we hold about you if you are unsure whether it is up to date or not.

Right to restrict processing – you have the right to ask us to restrict the processing of your personal information if there is disagreement about its accuracy or whether our use is legitimate or not.

Rights related to automated decision-making – where we take automated decisions in relation to your personal information with no human involvement, you have the right to ask us for human intervention or to challenge any such decision.

Right to object – you have the right to object to processing where we are: (i) processing your personal information on the basis of the legitimate interests ground (see 'Legal basis for processing' above) and we have no compelling reason we can demonstrate to continue with that processing; (ii) using your personal information for direct marketing, or; (iii) using your personal information for statistical purposes.

It is always your choice as to whether you want to receive information about our works, events and programmes, the ways you can get involved. If you do not want us to continue to contact you, you have the right to object or change your mind at any time.

Recipients – Information and disclosure

We may share your information with third parties supporting our operations, such as trusted partners like Microsoft for storage and authentication services. We may also disclose information to comply with legal obligations or protect SONEUK.

Inappropriate Website or Social media content

If you post or send any content that we believe to be inappropriate, offensive or in breach of any laws, such as defamatory, abusive, or hateful content on our forums or social media pages, if necessary, we may use your personal information to inform relevant law enforcement agencies.

International transfers of personal information

Your information is primarily kept within the UK or the European Economic Area (EEA). We prioritize selecting hosting locations that comply with our data protection standards.

Keeping your personal information

We retain your personal information only as long as necessary for the purposes outlined in this Policy. We securely dispose of or anonymize personal information no longer needed.

Contact Us

If you have any queries regarding privacy policy, please email us at info@soneuk.org