



# ALCS Personal Data and Privacy Policy

ALCS is registered with the Information Commissioner's Office and adheres to the principles established under the Data Protection Act (1998) for processing data relating to individuals.

## ***Data collection***

In order to enable ALCS to participate in licensing schemes on behalf of its members and distribute shares of the resulting income to them, the company maintains a Members database comprising the following information:

- Personal information: Names, addresses, dates of birth and death.
- Payment information: Details of ALCS income, bank details, agent details and agent bank details, HMRC registration information
- Works information: Details of editions for books and serial publications; series and episode details for TV and radio programmes.

## ***Data processing***

ALCS uses data linking authors and their works for the purposes of submitting claims to the licensing bodies we work in the UK and overseas. Typically this involves sending files electronically to partner organisations confirming schedules of works and authors that are represented by ALCS. Other than as described above, Members data is never be released to a third party without the Member's prior permission.

## ***Accessing/ updating the data***

ALCS members can access and update the data we hold in respect of their personal, financial and works information via the Members Area of our website ([www.alcs.co.uk](http://www.alcs.co.uk)). The Members' area is only open to Ordinary Members of ALCS, based in the UK. To register for the Members' area users are asked to provide identification data which is then verified against our internal records.

Subsequent access to the Members' area requires a username, password and memorable word which are processed using systems designed to avoid tracking via keystroke monitoring software.

As an additional security measure, Members are unable to use any of the 'add' functionality in the Members' area, until they have entered a one-off 'activation code' which is sent by post to the Member's registered correspondence address.

These processes are modeled on the systems used for-online banking and apply industry standard SSL encryption technology

***Security of data provided to ALCS***

The data that Members provide on-line to ALCS is protected by SSL encryption technology. All paper applications that are sent in are scanned into electronic format and stored on a database which is password and firewall protected.

On a daily basis all the contents of the database and our website and data is backed up to a secure vault which is further protected by a firewall and additional encryption.