

# **Kelvedon and District Angling Association**

## **Privacy Notice**

### **Introduction**

The Kelvedon and District Angling Association (KDAA) needs to collect information about individuals that come into contact with the Association either as members or as guest members. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this is in accordance with the General Data Protection Regulation 2016 which replaces the Data Protection Act 1998 fully on the 28 May 2018. The KDAA as a not for profit organisation does not need to register with the Information Commissioner but is required to adhere to the Principles of Data Protection, as detailed in the Data Protection Regulation.

The Association is also required to publish a Privacy Notice which is a legal document that discloses the ways in which it gathers, uses, discloses and manages member's data. It fulfils a legal requirement to protect a member's privacy under the Data Protection Regulation.

### **Your personal data - what is it**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the Data Controller's possession or likely to come into such possession.

### **Who we are**

When we say 'we', we are referring to the Kelvedon and District Angling Association made up of individual members who have joined the Association or as guest members and is governed by Officials and a Committee elected by those members at an Annual General Meeting.

The Membership Secretary of the Association is deemed to be the Data Controller for the Association. The Data Controller is the person who in consultation with the Committee of the Association decides what personal information the Association will hold and how it will be held or used.

### **The information we collect**

We collect information from member's primarily from the application form individuals complete to join the Association each year. The information is retained in a database maintained by the Data Controller. The data is updated as each individuals joins or rejoins the Association. Past members details are held as part of that individuals record of membership with the Association and is updated when and if the individual rejoins.

The following information is held in the member's database; name, address, landline number, mobile number, email address, date of birth for intermediate and junior members, membership category, where joined and a record of any disciplinary action taken by the Committee for rule infringements.

The member's name and photograph is shown on the Association's website if a catch report is submitted by that member and also if a catch report is submitted by a member as a posting to the Association's Facebook page,

### **How we use your data**

We will only use your information where we're allowed under the Data Protection Regulation because we have a legitimate interest or where you agree to it or when fulfilling a legal obligation

We use the information to record your current or past membership of the Association and to keep you informed of the activities of the Association, for example, by sending you a Newsletter or notice of the Annual General Meeting. If you have supplied an email address then we will send all communications by email including updates in year about our activities and information about our fishing waters.

### **Who we share your information with**

Information contained in the member's database is not shared with any third party apart from when a member has been banned from continuing membership of the Association their name may be shared with the Data Controllers of other fishing clubs in the area.

An extract of the member's database is made available to the Head Bailiff, the Chairman and the General Secretary to deal with queries regarding their current membership status. An extract of the database showing that a member's disciplinary record exists is also made available to Bailiffs but only shows the name of the member, the duration of any suspension and the date the Committee took the decision to suspend or ban the member.

Any document files emailed between officials are password protected.

### **How long we'll keep your information**

Currently we keep an a record of members in the database back to 1996. This enables us to identify the length of membership with the Association and any historical disciplinary actions.

We also send or email our annual Newsletter to individuals that have not rejoined the Association in the past three years as a means of keeping in touch and encouraging those past members to rejoin.

Paper records containing personal data, for example, application forms, are physically destroyed after three years by the Data Controller

### **Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Association's Data Controller holds about you;
- The right to request that the Data Controller corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Data Controller to retain such data;
- The right to withdraw your consent to the processing of your data at any time. However, that would you require you to forgo your membership of the Association and return your membership card to the Data Controller
- The right to request that the Data Controller provide the data subject with his/her personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office