



## Merthyr Tydfil Angling Association Data Protection brief for Members.

19/05/2018

### **The purpose of this document?**

Merthyr Tydfil Angling Association is committed to protecting the privacy and security of your personal information.

This notice describes how we collect and use personal information about you during and after your Membership with us in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

It applies to all Members

- 1.1 Merthyr Tydfil Angling Association is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this respect.
- 1.2 This notice applies to existing Members and new members who join us. We already inform you that the details on your permit are kept on a computer. We also hold details for you on your membership application form and by email for those who subscribe to our Electronic News Letter.
- 1.3 It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

### **2. Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

- 2.1 Used lawfully, fairly and in a transparent way.
- 2.2 Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- 2.3 Relevant to the purposes we have told you about and limited only to those purposes.
- 2.4 Accurate and kept up to date.

2.5 Kept only as long as necessary for the purposes we have told you about.

2.6 Kept securely.

### **3. The kind of information we hold about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

3.1 We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Gender
- Photographs. Where you have sent them to us for publication or to be displayed on your Permit.

### **4. How is your personal information collected?**

4.1 We collect personal information about you from your membership Application form. Or email where you have elected to be sent by email our News Letter.

### **5. How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

- 5.1 To keep a record of your membership with us from year to year.
- 5.2 If you are a continuous paid up member your details will be retained on our data base for the time you are a member.
- 5.3 If you cease to become a member then at the end of September in the year following your paid up membership your details will be deleted.
- 5.4 Your details will not be divulged to a third party.

### **6. Situations in which we will use your personal information**

6.1 We need all the categories of information in the list above primarily to allow us to conduct the running of the Association for your benefit. This will include contacting you when your membership is up for renewal.

- 6.2 Informing you should it be necessary to call a Special AGM, our Normal AGM is on the second Wednesday of November in any year.
- 6.3 If you have registered your email address with us this will be used to contact you to send you our News Letter, to send you any petitions, notices, information regarding important changes to fishery Legislation. You are entitled to ask us not to send you any notices except the newsletter. You do not have to respond to any of these and any decision you make to respond further to the information we send you will be your choice.
- 6.4 We will only use your personal information for the purposes for which we collected it.

## **7. Sensitivity**

We consider that all the information we hold on you is sensitive and will not divulge it to anyone.

## **8. Our obligations**

8.1 We will use information in the following ways:

- To contact you annually regarding your membership renewal
- To send you our newsletters if you have given us your registered email address for this purpose

## **9. Do we need your consent?**

The fact that you have given us your personal details indicates that you have given us your consent to use your data in accordance with 5 above. If at any time you do not wish us to contact you inform us and your data with us will be deleted.

## **10. Data sharing**

We will not share your data with any third party or member

## **11. Data security**

Your data will be kept by three separate individuals: The Treasurer, The Secretary, and the Membership Secretary. Your details will be kept on external hard drives or Memory Sticks that will only be connected to a main computer for inputting member's information. Once the information has been collated they will be disconnected.

## **12. Data retention**

12.1 How long will you use my information for?

- If you are a continuous member your details will be on our data base from year to year. If you do not renew your membership by the end of September in the year following your data will be deleted.
- Email addresses of those members that have opted in to our Email Newsletter will be retained until we receive notification that you no longer wish to receive Email Newsletters or after a period of unsuccessful Email Delivery attempts.

### **13. Rights of access, correction, erasure, and restriction**

#### **13.1 Your duty to inform us of changes**

You must inform us immediately of any change in your details such as change of ADDRESS. This is important as we could send you details through the post.

#### **13.1 Your rights in connection with personal information**

13.2.1 Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** You have the right to do this if we break our obligations.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact. the

Secretary in writing at 4 Tai-yr-Efail, Pant Merthyr Tydfil CF48 2DP or e:mail at sec.mtaa@gmail.com

### **13.3 No fee required.**

13.3.1 You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

### **13.4 What we may need from you**

13.4.1 We will need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. You will need to make a request in writing giving all the details you have put on your membership application form you will also need to add your current permit number.

### **14. Right to withdraw consent**

14.1 Where you have provided your consent to the collection, processing and transfer of your personal information for the purposes that we have agreed you have the right to withdraw this consent. email or write to the secretary as in 13.2.1. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to. **We will not therefore be able to contact you on any Association business.**

### **15. Data Manager**

15.1 Currently the Treasurer who deals with membership applications is the Data Manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### **16. Changes to this privacy notice**

16.1 We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this Data Protection Policy please contact Anthony Rees MBE Treasurer, 13 Alexandra Avenue, Merthyr Tydfil, Mid Glam CF47 9AE TEL: 01685723520 E:mail tonyreesuk@googlemail.com**