

## **Anabantoid Association of Great Britain**

### **General Data Protection Regulation (GDPR)2018. Privacy Notice.**

GDPR is a piece of legislation which builds on the Data Protection Act (DPA) 1998. It relates to personal data concerning identifiable, living individuals. The existing principles of the DPA remain the same but the GDPR gives individuals a greater level of control over how their data is managed with greater transparency and accountability.

Associations and clubs such as the AAGB need to explain in greater detail what membership information is held, how it is stored and how it will be used and to ask for the members permission to store and use data.

- **What data does the AAGB collect?**

The information we hold is recorded at the time of membership application / renewal and includes name, address, and telephone number (s) and email address. Members are given a membership number at the point of joining.

The information held is part of a contractual obligation to provide membership benefits and for the sole purpose of communicating with members and to send out information relating to the AAGB.

- **Where and how is it stored**

AAGB membership records are kept as a computer file and hard copy by the Secretary (Data controller). The data is password protected and the computer has an up to date virus protection. Hard copies are kept in a secure cabinet.

A computer file is also kept by the Editor. The data is password protected and the computer has an up to date virus protection.

Your information will be kept for the duration of active membership. A hard copy will be retained by the Secretary for a further 12 months, to cover late renewals and re-joiners, before all records will be destroyed.

- **Who can view it and what can they view.**

The Secretary / Data Controller and the Editor can view the stored data. Membership information (excluding telephone numbers) will be shared with other members in the form of a membership list. Personal details of members who are under the age of 18 will not be included. The information will not be shared with anyone else outside of the AAGB members without the permission of the member unless lawfully requested to do so. .

- **Your consent**

You will be asked to give your consent to the storage and use of your information as detailed above at the point of joining the AAGB and at each renewal of membership. The consent form will be part of the membership / renewal form. You can withdraw your consent to be included in the circulated membership list at any time, your other membership benefits will not be effected.

You can change your preferences / withdraw your consent, at any time by contacting the Secretary in writing / email.

- **Your responsibility as a member**

You have a responsibility to protect members information received in the form of a membership list and not share this with anyone else without the members' permission.

If, for any reason, your membership to the AAGB ends then you will lose the rights and permissions to use the details of members on the membership list and all membership lists in your possession must be destroyed.

**In summary;** - Under the General Data Protection Regulation and Data Protection legislation in the UK you have certain rights in relation to your personal data.

You have the right to:

**Be informed** – about use of your personal data. This privacy notice is provided/available to all Members so that we do this.

**Access** – to the personal data we hold on you. You can do this by contacting the Data Controller of the Association, either in writing or verbally.

Rectification – if personal data about you is inaccurate we must amend it

**Erasure** – if you no longer want us to have your data you can request that it be deleted. Unless there is a good reason we must do this.

**Restrict processing** – if you do not want us to process your data in certain ways, again we must have a good reason not to comply with your request.

**Data portability** – you can request that a copy of your data be provided to you or direct to another Data Controller in a format that can be easily used.

**Object** – you can object to us using your data in certain circumstances.

You also have rights in relation to **automated decision making and profiling**. The AAGB does not have any automated decision making and do not undertake profiling.

### **Breach of GDPR / Complaints**

In the event of any identified breach in data control or data misuse the committee will launch an immediate investigation and act in accordance with the rules of the Association.

Where serious misconduct is identified the AAGB investigating committee will inform the police and cooperate fully with their enquiries.

Prepared by Christine Webb, Secretary.

11.09.2018 (final) to be reviewed annually.