



## **Privacy Notice for Members and Membership Applicants**

### **Introduction**

The Society adheres to the General Data Protection Regulation (GDPR), with respect to all information held about members. The Society is registered with the Information Commissioner's Office - Registration Number A8395852.

The Data Protection Officer can be contacted via email [GDPR-DPO@farnhamanglingsociety.com](mailto:GDPR-DPO@farnhamanglingsociety.com)

### **Society Website**

When you visit the Society website, cookies are used to enable us continually to enhance our websites functionality and performance making it as easy as possible for you to use. We utilise first party cookies (originating from us) to simply track your visits between sessions and deliver a more personalised experience and third party cookies (not originating from us) to provide analytic information. In order to access authenticated areas of the website (e.g. applying for membership) are also used to store individual preferences (e.g. font sizes). It is for these reasons that a cookie free version of this website is not available.

In addition, we use Google Analytics to provide additional information regarding visitors to our site. To opt-out of Google Analytics tracking, please visit the Google Analytics Opt-out website for details of available browser plug-ins:

<https://support.google.com/analytics/answer/181881?hl=en>

### **Personal information that you provide and that we hold about you**

For administrative and business purposes the Society needs to hold certain personal information about members. This information is provided by you during the application and application process. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The personal information we hold includes:

- personal data (Name, ID photo, DoB, contact details (address, email and phone number), emergency contact details)
- characteristics - mandatory (sex)
- characteristics – optional (disabilities, armed forces, student) which includes photographic proof if provided
- optional sensitive information (wife/partner) which includes photo ID if provided

- Technical data - IP address

Your personal information that the Society holds is required in order to deliver the membership and newsletter which you are due as part of your membership. If you do not wish to give your personal information, then the Society may not be able to offer you membership.

### **Purpose of holding this personal information**

We use this information to:

- Issuing your handbook
- Issuing your newsletters: on FAS website, email or post
- Contacting you in case of emergencies
- Investigating matters raised by Farnham AS bailiff
- Investigating matters raised by the Police or Environment Agency

### **The lawful basis on which we use this information**

Under the GDPR, it is necessary for the Society to demonstrate the lawfulness of processing your personal information.

The lawful reasons for processing your personal information are:

- Consent given freely by you, by signing/submitting the application form
- for the delivery of the membership to which you are party – i.e. delivery of membership

The full list of personal data, the lawful reason for holding it and the length that we will hold it for is listed in the Record of Processing Activities (see Appendix A).

### **Retaining your information**

If you become a Member, we will hold your personal information for one year after your membership has finished, unless you have been involved in disciplinary proceedings in which case we shall hold them for 50-Years.

The full list of personal data, the disciplinary reason for holding it will be held for 50-Years and is listed in the Disciplinary & Warnings List – Current date – July 1996 (updated when disciplinary and formal warnings are received).

### **Sharing your information**

Your personal information will not be shared with other organisations unless required by the Police or Environment Agency if supported by a written request for investigations into criminal matters.

Before sharing any personal data, it will be confirmed that the organization is registered as a data controller or data processor with the UK Information Commissioner's Office and are

GDPR compliant.

The Society uses some software to store the data we hold and the software providers have access to your personal data as part of their role in maintaining the software SendinBlue. This organisation is registered as data controllers with the UK Information Commissioner's Office and is GDPR compliant.

We do not share your information with anyone outside of the UK unless specifically requested by you.

## **Keeping your Data Secure**

Data that we hold electronically is stored in an encrypted format that is accessed by authorised Officers only, and is password protected. Paper records are kept in secure cabinets or secure premises.

## **Your rights**

Under data protection legislation, you have the right to request access to the information that we hold about you. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer.

You also have the right to:

- withdraw your consent to process data, where the lawful basis is stated at 'Consent'
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- have inaccurate personal data rectified
- have your details erased from our records when they are no longer necessary or have been unlawfully processed
- receive a copy of the data that you have provided in a machine readable format (known as data portability)

If you wish to exercise any of the rights set out above, please complete the form available on the Society website, or contact [GDPR-DPO@farnhamanglingsociety.com](mailto:GDPR-DPO@farnhamanglingsociety.com) for a copy of the form.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. (Alternatively, we may refuse to comply with your request in these circumstances.)

We try to respond to all legitimate requests within three months. Occasionally it may take us longer than 3-months if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Appendix A – Record of Processing Activities (Member Data)

Purpose of processing	Categories of individuals	Categories of personal data	Retention schedule	Lawful basis
Website User Account	Public	Name, DOB, contact details, IP address	Whilst a member of Farnham Angling Society	Consent
Online Application	Public	Name, ID Photo, DOB, contact details (address, email and phone number), IP address, Marries/Partner (with photo), Student (with photo proof), Gender, Disability, Emergency Contact details 1, Emergency Contact details 2	Whilst a member of Farnham Angling Society, unless subject to Disciplinary proceedings, in which case details may be kept for 50-Years.	Consent
Photo submission and acceptance of use for website or Facebook	Members	Photos, name, DOB, contact details, Gender	Permanently	Contract