

# **Kelvedon and District Angling Association**

## **Data Protection Policy and Privacy Notice**

### **1. Introduction**

The Kelvedon and District Angling Association (KDA) 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 which replaces the Data Protection Act 1998 fully on the 28 May 2018. The KDA 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..

Officials. Committee members and Fishery Bailiffs who have access to personal information, will be expected to read and comply with this policy

### **2. Principles of Data Protection**

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation.

### **3. Applying the Data Protection Act**

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

He/She will through appropriate management and strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information
- Meet the Association's legal obligations to specify the purposes for which information is used

- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - The right to be informed that processing is being undertaken,
  - The right of access to one's personal information
  - The right to prevent processing in certain circumstances and
  - The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organisational security measures to safeguard personal information.
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

#### **4. Data Security**

Information and records relating to members will be stored securely and will only be accessible to authorised officials and bailiffs of the Association.

Information will be stored for only as long as it is needed and will be disposed of appropriately.

Any Word or Excel files that contain personal data that are emailed between officials and bailiffs should be password protected.

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

Officials and Bailiffs holding any member's personal data and Association information should ensure such data is non-recoverable from any computer system or mobile device used within the organisation, which is passed on or sold to a third party.

#### **5. Data access**

All members have the right to access the information the Association holds about them and any request for such information should be provided within one month of the date of the request.

#### **6. Privacy Notice**

The Association is required to publish a Privacy Notice which is a document that sets out 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..