

Pontardawe and Swansea Angling Society Ltd

Data Protection Policy

Approved 13th June 2018

1. About this Policy

1.1 This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website <http://www.pasas.org.uk> regularly for any amendments (but amendments will not be made retrospectively).

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk). For the purposes of the GDPR, we will be the "controller" of all personal data we hold about you.

2. Who are we?

2.1 We are Pontardawe and Swansea Angling Society Ltd. We can be contacted at 8 Bwlfa Rd. Ynystawe, Swansea, SA6 5AL. E-mail address: ray.lockyer@pasas.org. telephone No. 01792 844014.

3. What information we collect and why.

Type of information	Purposes	Legal basis of processing
Member's name, address, telephone numbers, e-mail address(es).	Managing the Member's membership of the Society.	Performing the Society's contract with the Member. For the purposes of our legitimate interests in operating the Society
Junior member's (under age of 13) name, address, and parents' telephone numbers	Managing the Member's membership of the Society	Parental consent We will seek parental consent for performing the Society's contract with the Member
Emergency contact details	Contacting next of kin in the event of emergency	Protecting the Member's vital interests
Date of birth / age related information	Managing membership categories which are age related	Performing the Society's contract with the Member.
Proof of eligibility for disabled fishing licence	Managing Membership for Tawe Disabled Fishers	Consent. Performing the Society's contract with the Member. With member's consent
Photos videos and details of members.	Putting on the Society's website and social media pages and using in press releases.	Consent. We will seek the Member's consent before publishing. Members must request to join any social media groups. Members can withdraw their consent at any time by contacting us by e-mail or letter
Name, e-mail address and telephone number of each Society's Officer	Information published on Society's website, in Society's newsletter and other society's publications, in each case as a point of contact at the Society	For the purposes of our legitimate interests in operating and promoting the Society
Name, e-mail address and telephone number of each committee member	For contacting committee members and conducting committee business	For the purposes of our legitimate interests in operating and promoting the Society

4. How we protect your personal data

4.1 We will not transfer your personal data outside the UK without your consent.

4.2 We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorised alteration or destruction.

4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.

4.4 For any payments which we take from you online we will use a recognised online secure payment system.

4.5 We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

5. Who else has access to the information you provide us?

5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where we are required to do so by law.

5.2 We may use third parties who are agents of the Society for the purposes of completing tasks and providing services to you on our behalf (e.g. to sell permits). We do this for the purpose of our legitimate interests in operating the Society. Only personal data that is necessary for the third party to deliver the service is collected and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

6. How long do we keep your information?

6.1 We will hold your personal data on our systems for as long as you are a member of the Society and for as long afterwards as it is in the Society's legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. compliance with tax requirements and exemptions, and the establishment, exercise or defence of legal claims.

6.2 We securely destroy all financial information once we have used it and no longer need it.

7. Your rights

7.1 You have rights under the GDPR:

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed
- (f) to have your personal data transferred to yourself or to another business in certain circumstances.

7.2 You have the right to take any complaints about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>
0303 123 1113.
Information Commissioner's Office Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

For more details, please address any questions, comments and requests regarding our data processing practices to our Data Protection Manager: R.Lockyer, 8 Bwlfa Rd. Ynystawe, Swansea, SA6 5AL. E-mail address: ray@pasas.org.uk