

## Ferry Fly Dressers – Data Protection - Privacy Notice

The General Data Protection Regulation (GDPR) came into force on 25<sup>th</sup> May and together with the Data Protection Act 2018 (currently still a bill) will replace the existing Data Protection Act 1998. It has come about as a result of the need for consistency across the EU in applying data protection law.

The Ferry Fly Dressers currently has 20 members and our membership comprises of senior and adult members. The Ferry Fly Dressers club is managed by the 'committee' who are appointed at the AGM and who have responsibility to co-ordinate and manage the day to day running of the club.

### What we need

Ferry Fly Dressers will be the "controller" of the personal information that you provide to us when joining.

When you register as a member of the Ferry Fly Dressers or renew your membership , we will ask you for the following personal information

- Contact details
  - Name, Address
  - Telephone number (Landline/Mobile),
  - "email" address.

### Why we need your personal Information

#### Contractual Purposes

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- Determine your categorization in accordance with the rules and constitution.
- Provide you with core member services. E.g. Insurance\*
- Send you membership communications by email or text.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

*\*individual members' data is not shared in this process*

#### Legitimate Purposes

We also need to process our members' personal information in pursuit of our legitimate interests to;

- Promote and encourage participation in angling by sending members' communications and booking information for upcoming competitions and events. Your personal information may also be used in relation to photographs/images that are captured/received from our competitions, events and general angling activities which we may use for promotional, education and development purposes.

- Provide competition in Angling by accepting and managing entries for our competitions.
- Respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to angling activities.
  - We will use your personal information to investigate your complaint, to suspend membership and take disciplinary action where appropriate.
- Communicate and respond with members regarding essential health and safety information in relation to Ferry Fly Dressers Angling activities undertaken by members.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us. If we agree and comply with your objections, this may affect our ability to undertake the tasks above for the benefit of you as a member.

### **Legal obligations**

We are under a legal obligation to process certain personal information relating to our members for the purposes of complying with our obligations under

- The Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults.
- The Equality Act 2010 which requires us to process personal information to make reasonable adjustments where necessary;

### **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

### **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include, The Health and Safety Executive, Disclosures Scotland and Police Scotland for the purpose of safe guarding children and poaching.

We may also share personal information with our professional and legal advisers for the purpose of taking advice.

In the event that we do share personal information with external third parties we will only share such personal information strictly required for the specific purposes and take all reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

### **How we protect your personal information**

Your personal information is stored on our password protected electronic filing system and excel database.

The database passes only between the Treasurer and Secretary however members personal information can be requested by current serving committee members only for the purposes set out above.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 24 months.

### **Your Rights**

You can exercise any of the following rights by writing to the club secretary.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by the Ferry Fly Dressers will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk)