

Nottingham Piscatorial Society

DATA PRIVACY NOTICE

We take your privacy very seriously and we ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use personal data, your rights in relation to your personal data and on how to contact us.

Italicised words in this privacy notice have the meaning set out in the Glossary of Terms at the end of this document.

Who we are

Nottingham Piscatorial Society is an Angling Society offering access to waters to fish recreationally based in Nottinghamshire and with other waters within Derbyshire. There are 680 Ordinary Members of the Society who are members for life or until they resign. In addition there are also a number of veteran members, life members committee, bailiffs and trustees.

Nottingham Piscatorial Society collects uses and is responsible for certain personal data about you. When we do so we are required to comply with *data protection regulation* and we are responsible as a *data controller* of that personal data for the purposes of those laws. When we mention "NPS", "we", "us" or "our" we are referring to Nottingham Piscatorial Society.

The personal data we collect and use

In the course of providing our service to you we may collect the following personal data when you provide it to us:

- Your Name
- Your Address
- Your Bank Account Number
- Your age via your date of birth or year of birth
- Your contact telephone details
- Your email address
- For our junior members we also collect parents/guardians details as well as storing the written permission for those junior members under 13 years

How we use your personal data

The below table sets out:

- how we use your personal data
- the lawful bases upon which we collect and use your personal data

Rationale/Reason for Processing	Lawful Basis for Processing
<ul style="list-style-type: none">• Ensuring that your membership remains current	We will maintain our database to ensure that your membership remains current.
<ul style="list-style-type: none">• Alerting you to any rule changes or events or society news regarding your membership.	We will contact you from time to time via email or letter informing you of any rule changes, temporary closures or restrictions with fisheries or events that form part of your society membership.
<ul style="list-style-type: none">• We will keep a record of any disciplinary actions for 15 years that includes members who leave dishonourably.	Any disciplinary matters you are involved in that break the society rules will be kept on file for a maximum of 15 years.
<ul style="list-style-type: none">• Details of honourable resignations.	We will keep on file for up to 15 years details of members who resign honourably should they wish to re-join in the future.

Whether information has to be provided by you, and if so why

In all other cases you must provide your personal data in order for us to provide you with Society Membership.

How long your personal data will be kept

We will hold your personal data for differing periods of time depending upon the reason we have for processing it. These retention periods are set out below.

Type of Record	Retention Period
Prospective members who complete an application form	This information will remain on file until you either become a member or withdraw your application
Membership data.	The duration of your membership plus a further 15 years after you resign honourably to comply with our constitution.
Members Disciplinary Records	These will be kept on file for 15 years.

Your rights

You have legal rights under *data protection regulation* in relation to your personal data. These are set out under the below headings:

- To access personal data
- To correct / erase personal data
- To restrict how *we* use personal data
- To object to how *we* use personal data
- To ask *us* to transfer personal data to another organisation
- To find out more about how *we* use personal data

We may ask you for proof of identity when making a request to exercise any of these rights. *We* do this to ensure *we* only disclose information or change your details where *we* know *we* are dealing with the right individual.

We aim to respond to all valid requests within one month. It may however take us longer if the request is particularly complicated or you have made several requests. *We* will always let you know if *we* think a response will take longer than one month. To speed up *our* response, *we* may ask you to provide more detail about what you want to receive or are concerned about.

We may not always be able to fully address your request, for example if it would impact the duty of confidentiality *we* owe to others, or if *we* are otherwise legally entitled to deal with the request in a different way.

To access personal data

You can ask *us* to confirm whether or not *we* have and are using your personal data. You can also ask to get a copy of your personal data from *us* and for information on how *we* process it.

To rectify / erase personal data

You can ask that *we* rectify any information about you which is incorrect. *We* will be happy to rectify such information but would need to verify the accuracy of the information first.

You can ask that *we* erase your personal data if you think *we* no longer need to use it for the purpose *we* collected it from you.

You can also ask that *we* erase your personal data if you have either withdrawn your consent to *us* using your information (if *we* originally asked for your consent to use your information), or exercised your right to object to further legitimate use of your information, or where *we* have used it unlawfully or where *we* are subject to a legal obligation to erase your personal data.

We may not always be able to comply with your request, for example where *we* need to keep using your personal data in order to comply with *our* constitution.

To restrict our use of personal data

You can ask that *we* restrict *our* use of your personal data in certain circumstances, for example

- where you think the information is inaccurate and *we* need to verify it;
- where the information is no longer required for the purposes for which it was collected but *we* need it to establish, exercise or defend legal claims; or
- where you have objected to *our* use of your personal data but *we* still need to verify if *we* have overriding grounds to use it.

To object to use of personal data

You can object to any use of your personal data which *we* have justified on the basis of our legitimate interest with your membership of the society, if you believe your fundamental rights and freedoms to data protection outweigh *our* legitimate interest in using the information. If you raise an objection, *we* may continue to use the personal data if *we* can demonstrate that *we* have compelling legitimate interests to use the information.

Transfer of personal data

You can ask for a copy of, or reference to, the safeguards *we* have put in place when your personal data is transferred between Society officers

You can contact us for more information

If you are not satisfied with the level of information provided in this privacy notice, you can ask *us* about what personal data *we* have about you, what *we* use your information for, who *we* disclose your information to, how *we* protect it, how long *we* keep it for, what rights you have, how you can make a complaint, where *we* got your data from and whether *we* have carried out any automated decision making using your personal data.

If you would like to exercise any of the above rights, please:

- email or write to Assistant Secretary: Kevin Stephenson at kevin@watermead-financial.co.uk or 2, The Queensway, Old Dalby, Leicestershire, LE14 3QH;
- let us have enough information to identify you, e.g. name, address, date of birth;
- let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and
- let us know the information to which your request relates.

Keeping your personal data secure

We have appropriate security measures in place to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. *We* limit access to your personal data to those who have a genuine need to know it such as officers of the society. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. *We* will notify you of a suspected data security breach where *we* are required to do so.

Our supervisory authority

If you are not happy with the way *we* are handling your information, you have a right to lodge a complaint with the Information Commissioners Office. It has enforcement powers and can investigate compliance with *data protection regulation* (www.ico.org.uk).

We ask that you please attempt to resolve any issues with us before the ICO.

How to contact us

Please contact Assistant Secretary Kevin Stephenson at kevin@watermead-financial.co.uk or 2, The Queensway, Old Dalby, Leicestershire, LE14 3QH; if you have any questions about this privacy notice or the information, *we* hold about you.

Glossary of Terms

we, us or our **Nottingham Piscatorial Society (NPS)**

Data protection regulation **Applicable data privacy and protection laws**

Identity information **This is any information that can be used to distinguish a person or verify their identity, such as name, address, date of birth, gender, membership number.**

Contact information **Hon. Secretary: DALE WHITTAKER**
Ventura, Main Street, South Muskham, Notts. NG23 6EE
Email: nps.sec1@gmail.com Tel: 07875 000498

OR

Membership Secretary: MARK MORRIS
The Lindens, Low Road, Manthorpe, Grantham, Lincs, NG31 8NQ
Email: markmorris61@btinternet.com Tel: 07768 984354

Data controller **Assistant Secretary & Data controller:**
KEVIN STEPHENSON
2 The Queensway, Old Dalby,
Leicestershire, LE14 3QH
Email: kevin@watermead-financial.co.uk Tel: 07885 106545