

## The Avon Angling Club Privacy Policy

The Avon Angling club is committed to protecting the privacy and security of your personal information. This policy describes how we collect and use personal information about you during and after your membership with us in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

This policy applies to all members.

1. The Avon Angling Club is a “Data Controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under the data protection legislation to notify you of the information contained in this respect.
  - 1.1. This notice applies to existing and new members who join the club. The details on your permit are kept securely on a computer. We also hold details for you on your membership application form.
  - 1.2. It is important that you read this policy, together with any other privacy notices we may provide on specific occasions when we are collecting or processing personal information about you, so you are aware of how and why we are using such information.
2. We will comply with the data protection law. This says that the personal information we hold about you must be:
  - 2.1. Used lawfully, fairly and in a transparent way.
  - 2.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - 2.3. Relevant to the purposes we have told you and limited only to those purposes.
  - 2.4. Accurate and kept up to date.
  - 2.5. Kept only as long as necessary for the purposes we have told you about.
  - 2.6. Kept securely.
3. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
  - 3.1. We will collect, store, and use the following categories of personal information about you:
    - Personal contact details such as title, name, addresses, telephone numbers and personal email addresses
    - Date of birth
    - Photographs. Where you have sent them to us for publication or to be displayed on your permit.

- 3.2. We will collect the above personal information about you from your membership application form.
4. We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:
  - 4.1. To keep a record of your membership with us from year to year.
  - 4.2. If you are a continuous member your details will be retained on our database for the time you are a member.
  - 4.3. If you cease to become a member then at the end of the next season following your membership your details will be deleted.
  - 4.4. Your details will not be divulged to a third party.
5. We need all the categories of information in the list above primarily to allow us to conduct the running of the club for your benefit.
  - 5.1. Informing you should it be necessary to call a special AGM.
  - 5.2. If you have registered your email address with us, this will be used to contact you to send you our newsletter, to send you any petitions, notices, information regarding important changes to fishery legislation. You are entitled to ask us to not send you any notices. You do not have to respond to any of these and any decision you make to respond further to the information we send will be your choice.
  - 5.3. We will only use your personal information for the purposes for which we collected it.
6. We consider that all the information we hold on you is sensitive and will not be divulged to anyone.
7. We will use your information in the following ways:
  - To issue you with a permit to fish.
  - Provide catch return information as part of our lease.
8. The fact that you have given us your personal details indicates that you have given us your consent to use your data in accordance with the above. If at any time you do not wish us to contact you, inform us and your data with us will be deleted.
9. We will not share your data with any third party or member.
10. Your data will be kept by the Secretary. Your details will be kept on an external hard drive or memory stick that will only be connected to a computer for inputting members information. Once the information has been collected they will be disconnected.
11. You must inform us immediately of any change in your details such as change of ADDRESS. This is important as we could send you details through the post.

11.1. Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

11.2. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the secretary in writing.

We will need to request specific information from you to help us confirm your identity and ensure your right to access the information (or exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. You will need to make a request in writing giving all the details you have put on your membership application form and you will also need to include your current permit number.

11.3. Where you have provided your consent to the collection, processing and transfer of your personal information for the purposes that we have agreed you have the right to withdraw this consent. You will need to email or write to the secretary. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purposes or purposes you originally agreed to. **We will not therefore be able to contact you on any club business.**

12. We reserve the right to update this privacy policy at any time, and we will provide you with a new privacy notice when we make substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.