

# **ILKLEY ANGLING ASSOCIATION (IAA) PRIVACY / DATA PROTECTION POLICY**

## **1. Background**

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all categories of membership and any instances where we collect your personal data.

This privacy notice applies to personal information processed by or on behalf of IAA.

### *Changes to this privacy notice*

We may change this privacy notice from time to time to reflect changes in the law and/or our privacy practices. From time to time you can check this privacy notice for changes when you visit our website.

### *IAA and who is responsible for data protection*

IAA is an angling club which owns, rents and manages coarse and game fisheries on behalf of, and for, its members. The club is run by the IAA officers and committee. We are both a data controller and a data processor of your personal data.

We don't have a dedicated Data Protection officer but the IAA Secretary David Martin is responsible for ensuring that data protection arrangements are in place. He can be contacted by telephone on 01943 608805 or by email at [davidmartin@ilkleyanglingassociation.co.uk](mailto:davidmartin@ilkleyanglingassociation.co.uk)

## **2. What kinds of personal information about you does IAA process?**

Personal information that we'll process in connection with IAA membership includes:

- a. Personal and contact details, such as title (for example, Mr or Mrs), first name, last name, telephone number, last year's membership number, postal address and email address.

- b. Your date of birth (if under 18 or 65 and over)

- c. Information about your health, but only if you are seeking a disability concession on your IAA membership.

## **3. What is the source of your personal information?**

We'll only collect personal information directly from you and from family members buying IAA membership on your behalf.

## **4. What do we use your personal data for?**

We use your personal data, including any of the personal data listed in section 2 above, to:

- a. Process membership applications and payments to issue membership yearbooks and to send other items you have purchased to you, for example by Royal Mail.

- b. Manage the membership you have of IAA.

- c. Update the records we keep of your personal data.

- d. Send occasional emails with IAA news and updates and related angling matters to you (so long as you have consented that we do so). We'll usually send these to you by email.

- e. Manage, account for and audit sales of IAA membership.

- f. Monitor and to keep records of any communications we have with you.

- g. Analyse and develop statistics about IAA membership, to inform our management

of IAA.

h. Develop and improve the benefits which membership of IAA can offer you.

## **5. What are the legal grounds for our processing of your personal information?**

We rely on the following legal bases to use your personal data:

### *1. Where we need to fulfil our contract with you:*

When you buy membership we have a contract with you to provide you with a season permit.

To do this, IAA process the personal data you have given us (for example, your name, postal address, telephone number, email address) to:

- a. Issue you with a current IAA season permit for your membership;
- b. Take payment for membership you have bought;
- c. Contact you, if necessary to clarify or correct your order details and payment, before we send you the membership you have bought;
- d. To update your records of membership and ensure these are up-to-date and accurate.

### *2. Where it is in our legitimate interests to do so, such as:*

- a. To use your personal data (for example, your name, postal address, previous year's membership number and email address) and make sure that IAA issue the correct category of membership and charges the correct membership subscription, so that all members are treated equally and according to IAA rules;
- b. To process personal data (for example, your email address) after consent has been withdrawn, to ensure that your email address is not used for further communication purposes.
- c. For bailiffs to check that you have the correct permits and permission to be fishing on waters managed by IAA and any other organisations with which IAA has agreed reciprocal access for IAA members.
- d. To manage any contracts we have with providers of fishing, for example Skipton Angling Association, with whom we have agreed reciprocal access for our members.
- e. To analyse the personal data and statistics of members in order to inform IAA policy and development agenda.
- f. To send you an annual reminder that renewal of your membership is due, so that your membership does not lapse.
- g. To send you notice of IAA's Annual General Meeting, and the agenda and propositions for that meeting.
- h. For communications to members (subject to your having given us consent to do so), as part of IAA development activities (for example, to obtain your support for work parties, or to send you news and updates about IAA and related angling matters).

### *3. With your prior consent:*

- a. For occasional communication purposes (for example, to send you occasional news and updates about IAA and related angling matters).
- b. You can withdraw your consent at any time by contacting us.

## **6. When do we share your personal information with other organisations?**

IAA does not share any of your information with any third parties.

IAA will never share your personal data with, nor sell or provide your personal data to any other third party, unless you have given us prior and explicit permission to do so.

**7. What should you do if your personal information changes?**

You should tell us so that we can update our records. We will then update the records we hold of your personal information.

**8. Do you have to provide your personal information to us?**

We're unable to issue you with a membership card if you do not provide certain information to us. In cases where providing some personal information is optional we'll make this clear.

**9. Do we do any monitoring involving processing of your personal information?**

We keep copies of any email correspondence you have with us and may refer to these to help us manage the angling we provide to members and other legitimate interests which IAA may have.

We do not record any calls or text messages.

We may make relevant notes of any calls, emails, text messages and face-to-face meetings we have with you, to:

- a. Manage our compliance with the legal bases described in section 5 above.
- b. To protect the security of our communications and information processing procedures.
- c. To inform discussion of IAA business at Annual General Meetings and Committee meetings, and at other times.
- d. To inform development and improvement of the benefits which IAA provides for its members.
- e. To resolve any issues you may have raised with us.

**10. What about other automated decision making?**

We do not use any automated technology to make decisions about your buying IAA membership.

**11. For how long do we keep your personal information?**

Unless we explain otherwise to you, we'll hold your personal information:

- a. For up to two years, so that we can manage our membership records, and ensure that the correct category of membership is sold to, and paid for, by IAA members.
- b. For up to five years, for your email address only, if you have given us consent to use your email address to send you news and updates about IAA and related angling matters.

However, you may ask us to remove your personal information from our records.

**12. How do I change the consent I have given (or the consent I have withheld) for you to send news and updates about IAA and related angling matters, to me?**

You can stop or start our sending of news and updates about IAA and related angling matters to you, by contacting us using the details provided in Section 1 above or by using the instructions provided in relevant communications.

**Contact Us**

If you have any questions about this privacy notice, or if you wish to exercise your rights or contact our Data Protection contact, you can phone or email us using the contact details provided in Section 1 above.