

Purpose

The purpose of this document is to outline how the Ilkley Angling Association (hereafter referred to as IAA) collects, processes, stores and retains personal data in accordance with the UK Data Protection Bill and the European General Data Protection Regulation.

Scope

This policy applies to all members of the IAA who collect and process members' personal data including, but not limited to, the IAA Chair, the IAA Membership Secretary, the IAA Secretary, the IAA Treasurer, and members of the IAA committee.

IAA Policy on Data Protection

Collection of personal data

The IAA will collect personal data as necessary to enable effective running of the club. Such information will be collected at the point an individual becomes a member of the IAA and will be updated as required. The information collected may include the following:

- name
- gender
- date of birth
- address
- telephone number
- email address

This is not a definitive list and the IAA may stop collecting any information determined to be unnecessary, or collect additional information if required in order to meet legal requirements or conduct activities outlined in this policy.

In addition to the above the IAA may take video recordings or take photographic images during club working parties and matches. Such recordings and images may be shared between members of the IAA, and on the IAA website and IAA social media sites. The IAA will make all members aware of the potential for sharing of these recordings and images and will respect the rights of any member who does not consent to appear in these. In the case of junior members, the IAA will seek permission of the parents or legal guardian(s) of the child to appear in any image or recording and will seek additional permission for the public use of any image or recording.

Processing of personal data

The IAA will only use personal data as necessary for the administration of the organisation and its members. This includes:

- Recording payment of membership fees
- Correspondence and communication – e.g. between club officers and members, and urgent announcements from the IAA to active members

- In addition, the KDS may use anonymised data for statistical analysis purposes such as monitoring membership levels, course and club practice attendance etc.

Members of the IAA who have access to the personal data of other members shall not share that data with other third parties (except where a requirement for e.g. insurance purposes). This includes providing one individual's data to another member of the IAA who would not otherwise have access to that data, without the prior permission of that individual.

Storage and retention of data

All personal data will be stored in secure digital form, accessed only by use of an appropriate username and password. Personal data of active members should be accurate and kept up to date: the IAA Membership Secretary is responsible for maintaining the database. The IAA may send periodic reminders to check that data is up to date. More limited data (restricted to name and payment) are also held by the IDAA Treasurer in password protected format and hardcopy for the purpose of maintaining accurate accounts.

The IAA will only retain personal data for as long as is necessary, to enable it to conduct the activities outlined in this policy. Once membership has expired, full data will be retained for one year. After this period, only basic identification information (name, payment) will be retained for an indefinite period. All other personal data will be deleted or destroyed as applicable. In any case, members may request to have any personal data completely deleted or destroyed, provided that they no longer wish to be a member of the IAA and that the data is not required for any purpose relating to an ongoing insurance claim, legal investigation or similar.

The IAA will ensure that security of personal data meets legal requirements. In the event of a personal data breach which could lead to identity theft, discrimination, damage to reputation, financial loss or similar disadvantage, the IAA will notify the UK data protection supervisory authority and the individual(s) concerned within 72 hours of discovery of the breach.

Access to personal data

The extent to which the general public and members of the IAA have access to personal data is detailed below:

General Public

The general public have access to the public areas of the IAA website and IAA social media sites. The names, photos and public biographies of public-facing members of the IAA, namely Club Officers and the Committee may be available in this area. In addition, photos and videos from working parties, matches and catch reports may be displayed on these sites. All IAA members have the right to not appear in material available to the general public.

IAA Members

IAA members may request a copy of the information about them held by the IAA. This should be done in the form of a written request to the IAA Membership Secretary, who will respond to a written request within 40 days of receiving the request.

IAA Membership Secretary

The IAA Membership Secretary has access to and maintains the membership database, and is responsible for securing it in a password-protected location. They may use personal data to process membership applications and renewals, and communicate with members in matters relating to membership.

IAA Secretary

The IAA Secretary has access to the membership database. They may use personal data to process membership applications and renewals, and communicate with members in matters relating to membership, insurance and the general administration of the IAA.

IAA Chair

The IAA Chair has the same access to data and usage rights as the IAA Secretary.

IAA Treasurer

The IAA Treasurer has the same access to data and usage rights as the IAA Secretary. They may also use aggregated anonymised data as required for statistical analysis purposes.

IAA Webmaster

The Webmaster of the IAA website has access to all areas of the IAA website in order to perform their role. They may use personal data (e.g. names and images) when posting information about working parties, fishing reports, and match results. They do not have access to the membership database.

Revision history

Version	Date	Revision Details
1.0	15/03/2018	Creation of the IAA Data Protection Policy, detailing how the IAA will comply with EU and UK data protection laws in the collection, processing and storage of personal data.

Version	Date	Revision Details
2.0	05/03/2022	Reconfirmation of the previous IAA Data Protection Policy.

Author

Dr Vernon Manville, IAA Chairman and Treasurer

Approved by

David R Martin

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David Martin, IAA Secretary (on behalf of the IAA Committee)