

The Test and Itchen Association Limited – Data Privacy Statement

1	What is this document?	<p>The Test and Itchen Association ('The Association') is committed to safeguarding your privacy. We want you to know how we collect, use, share, and keep information about you and the choices that are available to you as a member when you use our membership services.</p> <p>In this privacy statement, we describe how the Association, in its capacity as a data controller and data processor, collects, uses, shares, and keeps information about you in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (the General Data Protection Regulation).</p>
2	Information collected	<p>We collect Personal Information about you from:</p> <ul style="list-style-type: none"> • your membership application form and other documents you provide to us; • you, through the way you communicate with us and use your membership (e.g., telephone numbers provided during calls to Association Officers, any research or surveys in which you participate or to which you respond). <p>This Personal Information includes:</p> <ul style="list-style-type: none"> • Name • Rank/Title • Postal Address • Telephone Numbers (Landline and/or Mobile) • Email address • Association membership details • Details of financial transactions with the Association
3	Use of Information	<p>We use your Personal Information:</p> <ul style="list-style-type: none"> • where it is necessary for compliance with a legal obligation (e.g. maintenance of Association financial accounts); • for our legitimate interests, such as to facilitate the efficient running of the Association as a membership organisation; <p>More specifically, we use your Personal Information to do the following:</p> <ul style="list-style-type: none"> • administer and manage your membership; • communicate news and information about the Association and its activities to you (by mail, e-mail, telephone, SMS, via the internet or using other electronic means) • conduct research and analysis to allow us to maintain records, provide reports and to support and monitor our environmental objectives;
4	Security of information	<p>Only the Association's Executive Director and Administrator will be able to access all your Personal Information.</p> <p>The Association's Wardens hold the names and telephone numbers only of river owners, managers and keepers to enable them to conduct their work supervising and coordinating the weed cuts on the river Test and its tributaries.</p> <p>IT contractors responsible for the maintenance and repair of the Association's IT systems and Website will have access to the data held on these systems whilst conducting maintenance and repair work, as directed by the Association's Executive Director and Administrator.</p> <p>We use organisational, administrative, technical and physical security measures to safeguard your Personal Information and to help ensure that your information is processed promptly and accurately. Specifically:</p> <ul style="list-style-type: none"> • The Executive Director and Administrator use personal IT devices (eg laptops, mobile phones) to maintain and store information applicable to their roles. Access to these devices is password protected and adequate anti-virus software is installed;

		<ul style="list-style-type: none"> • When using electronic communications with a membership-wide distribution appropriate measures will be taken to withhold member's email addresses by use of the Blind Copy ("Bcc") facility. • To facilitate Association business, the Association's Board Directors are deemed to have agreed to their email addresses being visible on emails requiring group discussion.
5	Information sharing	We will never share your Personal Information with an outside organisation or individual without your consent. We will never share your Personal Information with another member of the Association without your consent.
6	Retention of Information	<p>We will keep your Personal Information only for as long as we need to manage your membership, unless we are required to keep it for longer periods. Specifically:</p> <ul style="list-style-type: none"> • your Personal Information that forms part of the Association's financial records may be stored by us for 7 years after you end your membership, due to HMRC requirements; • when you terminate your membership and your Personal Information is no longer necessary for legal or regulatory needs, we will take reasonable steps to destroy such information securely.
7	Access to your Information	<p>The Association encourages you to check regularly that all your Personal Information held by us is accurate and up to date. If you believe that any information we hold about you is incorrect or incomplete, you may ask us to correct or remove this information from our records.</p> <p>Any information which is found to be incorrect or incomplete will be corrected promptly.</p>
8	Your rights	<p>You have the right to access, update, erase, change or correct your Personal Information. More specifically, you have the right to:</p> <ul style="list-style-type: none"> • withdraw your consent for our use of your Personal Information at any time, where our processing is based on your consent; • restrict and/or object to the use of your Personal Information; • request details of the Personal Information we have about you. <p>If you have questions about this privacy statement or how your information is handled or wish to make a complaint or exercise your rights, please contact the Administrator (administrator@testanditchen.co.uk) in the first instance.</p>
9	Data Protection roles	<p>Under the GDPR, a Data Protection Officer (DPO) must be appointed if:</p> <ul style="list-style-type: none"> • you are a public authority (except for courts acting in their judicial capacity); • your core activities require large scale, regular and systematic monitoring of individuals (for example, online behaviour tracking); or • your core activities consist of large scale processing of special categories of data or data relating to criminal convictions and offences. <p>The Association does not conduct such activities, nor does it collect or use Sensitive Information. A DPO has not therefore been appointed. For enquiries relating to information management within the Association, please see section 8.</p>