

Northampton Town and County Scottish Association

Fair Processing Notice

What is this document and why should you read it?

This Fair Processing Notice explains how and why the Northampton Town and County Scottish Association (also referred to as "NH T&C SA", "we", "our" and "us") uses personal data about our members (referred to as "you").

You should read this notice, so that you know what we are doing with your personal data.

Some important definitions

When we talk about "Data Protection Legislation" we mean the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 (also sometimes called the "GDPR").

"Personal data" is any information that relates to an identifiable natural person (an individual).

The term "process" means any activity relating to personal data, including, by way of example, collection, storage, deletion and use.

Northampton Town and County Scottish Association Executive Council is deemed to be "controller" of your personal data. This is a legal term – it means that we make decisions about how and why we process your personal data and, because of this, we are responsible for making sure it is used in accordance with data protection laws.

What types of personal data do we collect and where do we get it from?

We collect different types of personal data about you as listed below :

Full name, address, telephone number(s), e-mail address(es)

You provide us with personal data when you apply for membership of our association using our application form.

If any of the personal information you have given to us changes, such as your contact details, please inform us without delay by contacting our Membership Secretary using this e-mail address membershipntcsa@gmail.com. We cannot administer our relationship with you without your personal data.

What do we do with your personal data, and why?

We process your personal data in connection with your membership with us, and the management and administration of our association. Specifically, we use your data to contact you to tell you about news and events in relation to the Association.

We are required by law to always have a "lawful basis" (ie a reason or justification which fits within certain specified categories in the Data Protection Legislation) for processing your personal data.

We are permitted to process your personal data if you give us consent. Please complete and sign the declaration at the end of this notice to confirm your consent and return it to us in the stamped, addressed envelope provided.

Who do we share your personal data with, and why?

We do not share your personal data with anyone else.

How do we keep your personal data secure?

We will restrict the access to your personal data to the officers of the Northampton Town and County Scottish Association Executive council. In addition the data will be stored in a document which is password protected.

How long do we keep your personal data for?

After your involvement with the Association ends, we will keep your data for 2 years.

What are your rights in relation to your personal data and how can you exercise them?

You have certain legal rights, which are briefly summarised below, in relation to any personal data about you which we hold.

Your right	What does it mean?
Right of access	You are entitled to have access to your personal data (this is more commonly known as submitting a "data subject access request").
Right to data portability	Subject to certain conditions, you are entitled to receive the personal data which you have provided to us and which is processed by us by automated means, in a structured, commonly-used machine readable format.
Rights in relation to inaccurate personal or incomplete data	You may challenge the accuracy or completeness of your personal data and have it corrected or completed, as applicable. You have a responsibility to help us to keep your personal information accurate and up to date. We encourage you to notify us of any changes regarding your personal data as soon as they occur, including changes to your contact details, telephone number.
Right to object to or restrict our data processing	You have the right to object to or ask us to restrict the processing of your personal data.
Right to erasure	You are entitled to have your personal data erased (also known as the " <i>right to be forgotten</i> "), eg where your personal data is no longer needed for the purposes it was collected for.
Right to withdrawal of consent	Where our processing of your personal data is based on your consent you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose.

If you wish to exercise any of these rights please contact our Membership Secretary at 79 Church Way Weston Favell Northampton NN3 3BY.

You also have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator. More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>.

I,(PLEASE PRINT) hereby give my consent to the Executive Council of the Northampton Town & County Scottish Association to process my personal data for the purposes of administering my membership of the Association as detailed in this Fair Processing Notice. I agree to be contacted by e-mail, post and telephone.

.....(SIGNATURE).....(DATE)