

Data Protection Policy Statement

UK-SBA is fully committed to full compliance with the requirements of the General Data Protection Regulation. The Society will therefore follow procedures which aim to ensure that all employees, directors, contractors, consultants, partners or other servants or agents of the Society (collectively known as data users) who have access to any personal data held by or on behalf of the Society are fully aware of and abide by their duties under the General Data Protection Regulation.

Statement of Policy

The Society needs to collect and use information about people with whom it works in order to operate and carry out its functions. These may include members of the Society, the board, the public, current, past and prospective employees, clients and customers and suppliers. In addition the Society may be required by law to collect and use information in order to comply with the requirements of central government.

UK-SBA regards the lawful and appropriate treatment of personal information as very important to its successful operations and essential to maintaining confidence between the Society and those with whom it carries out business. The Society therefore fully endorses and adheres to the Principles of the General Data Protection Regulation. The legal basis for data stored for the news and events mailing list is consent.

What information do we collect?

For the purposes of mailing list, we will hold the following information: Name, Email address, and phone number. If you have registered as a member, we will also hold the information you submitted to qualify as a member of the UK-SBA. We will hold membership information for as long as required by relevant legislation.

Handling personal/special category data

UK-SBA will, through management and use of appropriate controls, monitoring and review:

- Collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)

- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation. These rights include:
 - The right to be informed
 - The right of access to personal information
 - The right to request rectification
 - The right to request erasure
 - The right to restrict processing in certain circumstances
 - The right to data portability
 - The right to object to processing

The Principles of Data Protection

Anyone processing personal data must comply with 6 principles of good practice. These principles are legally enforceable. In summary, the principles require that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
3. Accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
4. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
5. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures in accordance with the rights of data subjects under the Act
6. Special Category Data – special category data is defined as sensitive personal data which may require more protection. For example biometrics which may be used for identity purposes. (A full list of what constitutes Special Category Data is available from the Information Commissioner website)

How Will Your Personal Data Be Used?

We use personal data for the following purposes:

- To provide individuals with the services they have requested through the Website.
- Administering membership records including the balloting of members and potential members
- Providing and organising activities and events
- Representation and legal services
- Education
- Research
- Monitoring for equal opportunity purposes
- Promoting our services
- Fundraising
- Maintaining our own accounts and records
- In order to comply with the UK-SBA's legal obligations. In order to protect the UK-SBA's contractual and other rights. For example, we may pass your details onto a third party should we believe that you have acted unlawfully or fraudulently.

Disclosure of Your Personal Data

We will not sell personal data. We will transfer part of the information we hold on you to third parties where we are required to do so by law. We may also transfer information to third parties for the purposes detailed in the section above – for example, to the Electoral Reform Society in the event of a ballot. We may transfer your information to organisations that carry out processing operations on our behalf, such as web services companies and mailing organisations.

Members' contact details may be released to volunteers, such as accredited representatives and committee members, in order to aid communication between members and interest groups.

How Will Your Personal Data Be Stored?

All personal data that you supply us with is stored on secured servers or in secure paper files. For your protection, any payment details that you provide us with will be stored on an encrypted laptop with files password protected.

The transmission of information over the internet is not completely secure. Although we will do our best to ensure that your personal data is protected, we cannot guarantee the security of your data transmitted to the Website. Any transmission of your personal data by you is therefore at your own risk. Once we have received your information, we will use strict procedures and security features to try and prevent unauthorised access.

Your Rights

You have a right to:

- Ask us not to process your personal data for direct marketing purposes.
- Know what personal data we hold, who we acquired it from, how we process it, the logic involved in any automatic processing, and who we disclose it to.
- Ask us not to make decisions based solely on the automatic processing of your personal data if those decisions affect you to a significant degree.
- Ask us not to process your personal data in a way that is likely to cause unwarranted and substantial damage or distress.

These statutory rights are qualified by exceptions and exemptions in the legislation.

To exercise any of these rights, please contact us using the address below. You can find out more about your rights from the Information Commissioner, who regulates data protection and privacy. The Information Commissioner's website is www.ico.org.uk

Contact

Please feel free to contact us with any questions, comments or queries regarding this Statement. All questions should be directed to the Data Protection Officer via email to admin@uk-sba.org.