

NORTH EAST AREA OF NAFAS

Privacy Notice / Statement

1. Background

This Privacy Notice / Statement lets you know what happens to any personal data that you give to us. This privacy notice applies to personal information processed by the North East Area of NAFAS.

The North East Area of NAFAS is the Data Controller and the Committee are the Data Processors.

Changes to this privacy notice

We may change this privacy notice from time to time by updating this page in order to reflect changes in the law and/or our privacy practices. We encourage you to check this privacy notice for changes whenever you visit our website – <https://www.nearea.org.uk>

2. What kinds of personal information about you do we process?

Personal information that we'll process, if relevant, includes: Personal such as title and name

- Contact details, such as address, email address and phone number

If we organise an Area outing we may request all or some of the following data on the application form depending on the specific requirements of the outing:

- Your date of birth, gender and/or age
- Your nationality and passport details
- Details of your emergency contact
- Dietary requirements
- Mobility issues if accommodation is being booked

3. What is the source of your personal information?

We'll collect personal information from you directly

4. What do we use your personal data for?

We use your personal data, including any of the personal data listed in section 1 above, for the following purposes:

- To maintain a list of Executive members, Representatives & Deputies, Honorary Associates & Clubs which will be used to
 - Update you on Area activities
 - Send out Annual Information forms, Affiliation fee forms, nomination to the Executive forms, Council meeting and AGM minutes.
 - Meeting attendance list for fire precaution purposes
- To comply with legal and regulatory obligations, requirements and guidance

5. What are the legal grounds for our processing of your personal information (including when we share it with others)?

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

1. Where **it is in our legitimate interests to do so**, such as:
 - a) Managing our contact with you, updating your records to ensure our information is accurate and up to date
 - b) Maintaining membership lists and attendance lists at Area meetings for fire precaution purposes
 - c) Advising you of Area events and activities
 - d) For any other matters directly related to Area activities
2. With your **explicit consent** when and if required

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

We share your personal information with related third parties.

7. How and when can you withdraw your consent?

Where we're relying upon your consent to process personal data, you can withdraw this at any time by contacting us using the details below.

8. What should you do if your personal information changes?

You should tell us so that we can update our records.

9. Do you have to provide your personal information to us?

We're unable to provide you with details of our activities if you do not provide certain information to us.

10. For how long is your personal information retained by us?

Unless we explain otherwise to you, we'll hold your personal information based on the following criteria:

- For as long as we have reasonable business needs, such as managing our relationship with you and managing our activities
- For Area outings we retain the information until the event has taken place.
- Retention periods in line with legal and regulatory requirements or guidance.

11. What are your rights under data protection laws?

Here is a list of the rights that all individuals have under data protection laws. They don't apply in all circumstances.

- The right **to be informed** about the processing of your personal information
- The right to have your personal information **corrected if it is inaccurate** and to have **incomplete personal information completed**
- The right **to object** to processing of your personal information
- The right **to restrict processing** of your personal information
- The right **to have your personal information erased** (the "right to be forgotten")
- The right to **request access** to your personal information and to obtain information about how we process it

Any breaches will be notified to Information Commissioner's Office within 72 hours.

You have the right to complain to the Information Commissioner's Office which enforces data protection laws: <https://ico.org.uk>.

Contact Us

If you have any questions about this privacy notice, or if you wish to exercise your rights you can contact us by contacting the Area Secretary.