

Birmingham Anglers Association Ltd.

Privacy and Confidentiality Policy

How we store and use your personal information

Who we are

At Birmingham Anglers Association (BAA) we do all we can to respect your right to privacy and the protection of your personal information.

We are an independent limited company and are not part of any larger group or organisation.

The information we use, retain and how we obtain it

BAA membership

As part of the membership joining and renewal process, individuals provide us with certain personal information, which is dealt with in the following manner.

All personal data obtained and stored by BAA is the minimum required and is considered essential and necessary for the administration of the Association.

Data held

1. Membership category and number.
2. Name and address.
3. Date of joining / renewal.
4. Email address (when supplied as part of on-line membership joining or renewal).
5. Bank account number and sort code (only for members who renew via Direct Debit).
6. Credit/Debit card details for people who renew/join over the telephone are noted on a paper form. These forms are subsequently destroyed by shredding as soon as the transaction is completed (normally done the same day but can be retained over night or weekend).

Note: when joining/renewing via the on-line facility the BAA does not have visibility of, access to, or store financial details such as credit/debit card numbers or PayPal account details, this is all handled by PayPal.

Data storage

1. Data is held in an Access database and on occasion in printed copy of this database.
2. Stored in a Dropbox secure on-line facility which only BAA staff have access to.
3. Backed up version held on storage media and stored securely.
4. Held on computer hard drives at the BAA office.

Use of data

1. Required by BAA to maintain an up to date record of both current and recent members.
2. Used by BAA to produce membership renewal communications (letters or emails) which are sent periodically to remind previous years members to renew membership.

3. Renewal reminders are sent to previous year members only. Renewal letters are sent to members for whom no email address is available. Those who used the on-line facility to join/renew membership receive an email reminder.
4. Used by BAA to identify members who may have breached Association bye-laws and to contact members for whatever legitimate reason is deemed necessary.

How long we keep this data

Data for continuous members is stored for as long as they remain in membership. Data relating to members who have not renewed membership for 5 consecutive years is deleted from both active and back-up databases.

BAA web forum membership

BAA members supply the following information when requesting access to the BAA website forum;

Data held

1. BAA membership number (only BAA members are given write access to the forum).
2. Email address.
3. Forum name (the name that is published on the forum when posting messages).
4. Forum posts.

Data storage

1. Forum member information is held within the BAA website, this website is hosted by our website provider.

Use of data

1. Required to be held on BAA website to enable forum to operate.

How long we keep this data

Forum members who have not renewed their BAA membership have all their personal data deleted from the Forum system in the year their BAA membership has lapsed (normally during June). All posts remain on the forum.

Sharing your information outside the BAA

The BAA does not share any of the personal data which it holds about members, with any individual or organisation outside of the BAA, except for law enforcement agencies if it is properly requested.

Security

The BAA is committed to ensure that the personal data it holds remains secure. Members communications with our website and the PayPal site when using our on-line membership facility are secure and encrypted.

Your rights

BAA members have the right to find out what personal information is being held and to correct or update it. Members wishing to should contact the Data Protection Officer at BAA HQ as follows;

Tel: 01562 882 116

Email: baajnw@btinternet.com

Website: <https://www.baa.uk.com> using the 'Contact Us' facility under the BAA dropdown on the homepage.