

THE CLAN PRINGLE ASSOCIATION

Data Protection Privacy Policy

INFORMATION THAT WE COLLECT FROM MEMBERS

- Personal details such as your name, title/style, your spouse's/partner's name, any children's names, date of birth, address, telephone number(s) and e-mail address.
- Correspondence to and from members and other relevant organisations or institutions in relation to membership.
- Details of membership subscriptions, bank details relating to Direct Debits, any payments made for membership, attending functions, purchasing merchandise or otherwise.

ACCESS TO YOUR INFORMATION

The Officials and where appropriate the Trustees of the Association have access to your information.

KEEPING YOUR INFORMATION SAFE

We store your personal information securely on a PC/laptop with appropriate anti-virus software. In the event of computer failure, backup is available using hard disk/s and or other cloud based technologies. Your information cannot be accessed by other members or the general public, except for your names. The Secretary and the Chairman understand their legal responsibilities to maintain confidentiality and follow procedures to ensure this. We confirm that the Association's practice complies with data protection requirements and we undertake to collect, use, store and dispose of your information responsibly.

We keep your records for the duration of your membership and, if you resign for up to 10 or more years thereafter. We also hold limited records for those who are appear eligible to become members but have not yet joined the Association.

HOW WE USE YOUR INFORMATION

We will share your information externally only with your prior agreement. Our usual methods are telephone, e-mail, text or letter.

USE OF MEMBER INFORMATION FOR ANALYTICAL PURPOSES

If you access the Association's website your IP address may be retained for analytical purposes so we can determine usage patterns.

DIRECT MARKETING

We may use your contact details to inform you of planned functions or other events likely to be of interest to members.

SHARING INFORMATION

Your information is normally used only by the Trustees, but there may be instances where we need to share it; if we do, you will be advised accordingly. In the case of subscription payments by Direct Debit your bank account details are initially passed through a BACS bureau.

If required by law, we may need to disclose your personal information to a law enforcement officer or government agency.

ACCESS TO YOUR INFORMATION AND OTHER RIGHTS

You have a right to access the information that we hold about you and to receive a copy. You should submit your request to the Secretary in writing or by email and receive free copies of your personal information.

You can also request us to:

- Correct any information that you believe is inaccurate or incomplete. If we have disclosed that information to a third party, we will let them know about the
- Erase information we hold although you should be aware that, for legal reasons, we may be unable to erase certain information.
- Stop using your information for example, sending you reminders for renewing your membership or giving you information about the Association and / or its records.

IF YOU DO NOT AGREE WITH THE ABOVE POLICY

A condition of membership of the Association is the acceptance of the Association's Data Protection Privacy Policy. If you do not wish us to use your personal information as described above, you will have to consider your future membership of the Association and / or we may be unable to continue to offer you membership.