

HAYWARDS HEATH & DISTRICT ANGLING SOCIETY LTD PRIVACY STATEMENT

Haywards Heath and District Angling Society Limited is a private company (limited by guarantee) and provides angling to private individuals (members) of the society. This Privacy Statement explains how this business processes personal data about people with whom we come into contact (referred to as "you" in this Privacy Statement) in the course of our dealings with you and other relevant persons. This includes individuals to whom a friend or family member has requested Haywards Heath & District Angling Society to issue a membership ("Cardholders")

Haywards Heath and District Angling Society Limited will process your personal data on the basis of legitimate interests.

1. Who is responsible for your personal data and how can you contact them?

The Haywards Heath and District Angling Society Limited entities listed here (referred to as "we" in this Privacy Statement) are the controllers of your personal data:

- Haywards Heath and District Angling Society Limited, Registered Address: 3 Wellswood, Haywards Heath, West Sussex, RH16 4FQ. Contact Mr Edward Winton (Company Secretary & Director) Telephone 01444 210 289, email: info@hhdas.com

- For further detail you may contact our Membership Secretary (Mr John Caffrey): 137 Bentswood Road, Haywards Heath, West Sussex, RH16 3PP. Telephone 01444 474 525, email: info@hhdas.com

2. Why do we process your personal data?

We process your personal data, as necessary to pursue our legitimate business and other interests, for the following reasons:

- To provide you with membership cards and other relevant materials relating to your membership with the society.
- To send membership renewal notices and society news letters
- To track and monitor current society membership levels
- To establish, exercise and/or defend legal claims or rights and to protect, exercise and enforce our rights, property or safety, or to assist the Society or others to do this
- To investigate, respond to and deal with complaints or incidents relating to us or our business
- To cooperate with, respond to requests from any relevant authority's or regulatory bodies, or other intermediaries or counterparties, courts or other third parties.

In most cases we do not rely on consent as the legal basis for processing your personal data. If we do rely on your consent, we will make this clear to you at the time we ask for your consent.

If you do not provide information that we request, we may not be able to provide (or continue providing) relevant products or services or otherwise do business with you or Your Organization

4. Where does Haywards Heath and District Angling Society obtain personal data about you?

There are three main sources from which we will gather your personal data:

- I. Membership Application forms that have either been posted to you as part of the annual renewal process or downloaded from our website by you before being returned to us.
- II. Membership Application forms collected from local fishing tackle stores that are able to sell our memberships
- III. Paypal membership applications made via our website

5. To whom do we disclose your personal data?

We disclose your personal data, for the reasons set out as follows:

- To other persons working on behalf of the Society as required to ensure the continued running of the Society and Society's business. Typically this will be limited to the acting Chairman, Acting Secretary, Acting Membership Secretary and Acting Treasurer. However on occasion we may need to share to members of the committee or members acting on behalf of the society.
- To persons from whom we receive or to whom we make payments on behalf of you
- To service providers who provide services for the society that requires your data to carry out any of these services
- To professional service providers as required (eg: Legal advisors, accountants, auditors, Insurers etc)
- To legal authorities as required (e.g: Law enforcement agencies)
- To regulatory authorities as required (e.g: Environment Agency, courts or other tribunals)

6. How long do we keep your personal data?

We keep your personal data for as long as you are a member of the society. After you membership expires we will keep your data on file for a further fourteen (14) month period should you wish to re-join during this period specified. After this term has passed your data will be deleted.

7. What are your rights in relation to personal data?

You can ask us to:

- (i) Provide you with a copy of your personal data
- (ii) Correct your personal data
- (iii) Erase your personal data
- (iv) Restrict our processing of your personal data.

You can also opt out of the processing of your personal data for direct marketing purposes or object to our other processing of your personal data. These rights will be limited in some situations; for example, where we may be required to process your personal data by EU or EU member state law.

To exercise these rights or if you have questions about how we process your personal data, please contact us using the contact details in Section 1. You can also complain to the relevant data protection authorities, in the EEA member state where you live or work or where the alleged infringement of data protection law occurred.

Changes to this Privacy Statement: This Privacy Statement takes effect on 25 May 2018