



# PRIVACY NOTICE

## Background

APRS is committed to processing data in accordance with its responsibilities under the EU General Data Protection Regulation (GDPR) 2018. The privacy of our members, supporters and others whose data we hold is important to APRS. For the purposes of this legislation APRS is a Data Controller and the APRS Administrator acts as the designated Data Controller who has overall responsibility for ensuring that the organisation complies with the legislation.

## Type/classes of data we hold

We process information which may include:

- personal details (name, address, email, telephone etc.)
- membership details
- financial details
- visual images

## How we use data

In line with our registration with the Information Commissioner's Office we process personal data to enable us to:

- provide a membership service to our members
- further our charitable purposes as specified in our constitution;
- administer membership records;
- fundraise and promote the interests of the charity;
- manage our employees and volunteers;
- maintain our own accounts and records.

## Who is collecting data

Any member of APRS staff, office bearer or volunteer may collect personal data during their course of their work via interactions with members, supporters and representatives of other organisations.

## Legitimate interest

Under the new legislation APRS believes we can rely on what is called 'legitimate interest' to process much of our personal data. In other words we undertake to keep members and supporters informed of our work via publications and email alerts as we believe they would expect us to do so. In addition to this members

can opt in to receive our e-bulletin or to pay their membership subscription by direct debit.

### **Disclosing personal data**

APRS will never disclose personal data to anyone outside of APRS except where we have consent or else are required to do so by law. Personal data<sup>1</sup> is used solely to further the work of the organisation and is not used for any direct marketing purposes. APRS will not hold or process sensitive classes of information<sup>2</sup> on its members or supporters.

### **Storage of data**

All personal data held by APRS is held securely and will be retained for no longer than is necessary to provide our services. APRS will try to keep personal information as up to date as possible and request that members and supporters, contact the office if they believe any information is inaccurate.

### **Accessing personal data**

Under the GDPR, individuals have the right to obtain:

- confirmation that their data is being processed;
- access to their personal data; and
- other supplementary information

If members and supporters wish a copy of the personal information APRS holds they can do so by contacting the APRS office<sup>3</sup>.

### **Rectifying information**

Individuals have the right to have inaccurate personal data rectified and this can be done by contacting the APRS office<sup>3</sup>.

### **Right to Erasure**

Individuals have the right to have personal data erased. This is also known as the 'right to be forgotten' (the right is not absolute and only applies in certain circumstances) and this can be done by contacting the APRS office<sup>3</sup>.

### **Review**

APRS will keep its Data Protection Policy under annual review.

May 2018

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<sup>1</sup> The GDPR classes names, addresses and contact details as "personal information".

<sup>2</sup> Sensitive classes of information includes: Physical or mental health details, Racial or ethnic origin, Religious or other beliefs of a similar nature, Offences and alleged offences, Criminal proceedings, outcomes and sentences

<sup>3</sup> APRS office address is Dolphin House, 4 Hunter Square, Edinburgh, EH1 1QW