



PIKE ANGLERS' CLUB

The General Data Protection Regulations (GDPR)

How we use your personal information – The Pike Angling Club of Great Britain, thereafter called (the PAC)

This statement explains how the PAC handles and uses the personal information we collect about our members and other people, for processes relating to our operations and activities.

When changes are made to this statement, we will publish the updated version on the PAC website.

As an organisation that has chosen to hold personal data, we have a legal responsibility to treat the data with respect and hold the data securely.

The data controller for your personal information and responsible for data protection within the PAC is the General Secretary of the PAC who can be contacted at general_secretary@pacgb.com

How we use your personal information

We collect and process your personal information for a number of purposes, including:

- Fairly and lawfully processed.
- Processed for limited purpose.
- Adequate, relevant and limited to what is necessary.
- Adequate and where necessary up to date.
- Processed in a way that ensures appropriate security.
- Maintaining your personal details (e.g. your name, photograph, membership number and preferred contact details), including ensuring effective communications with you.
- Keeping financial records (e.g. payment of your membership fees).
- Maintaining a formal record of your activities with us.
- Managing complaints made to us

By joining the PAC, purchasing one of our memberships or guest tickets you are giving us permission to process the information specifically for the purposes identified within this document. You may withdraw your consent at any time by simply emailing the club using our contact email address general_secretary@pacgb.com However, withdrawing consent completely will mean you will not be able to remain a member as The PAC needs to store and use this data as part of their membership process.

Our normal legal basis for processing your personal information is that we believe it is in our legitimate interests to do so, in order for the PAC to run effectively and efficiently, and as we only collect and use minimal information for the limited purposes listed here we do not consider that your own interests override ours. If we use your personal information outside of the purposes listed here, we will seek your consent to do so in advance.

The personal information we collect and use on Clubmate

When you purchase a membership or guest ticket using Clubmate online or through a shop agent, depending on information required for your purchase, your name, address, and date of birth, category of membership, email and contact number will be stored in our Membership Database.

Please be assured that we do not share your personal details with any other organisation or company other than Clubmate and its service providers (who run our website and collect the data and subscriptions on our behalf). However, it is a condition of membership that as a minimum your name and postal address, ID photo, email address and/or mobile phone number, shall be provided to the PAC.



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What personal data do we hold?

Membership forms – These are held as hard copies and electronic copies dependent on how each are purchased. Hard copies are currently held by the Secretary. Electronic copies are currently held by the Association's Clubmate Administration System.

The fully completed hard copy membership form holds the following information:

- Members name, Members address, Email address, Mobile and Home numbers, Type of membership, Date of Birth (sometimes) and Membership number.

The fully completed electronic copy membership form holds the following information:

Members name, Members address, Date of Birth, Email address, Mobile and Home numbers, Type of membership, and Membership number.

Why do we hold personal data?

- Members name – To enable us to address the member correctly.
- Members address – To enable us to contact the member by post and verify both identity and payment details.
- Members telephone number – To enable us to quickly contact our members.
- Members email address – To enable us to contact our members for administrative purposes and to allow easy identification of a member.
- Members Date of Birth – We have various categories of membership which attract different price points. We need to ensure that the member is in the correct category.
- Type of membership – We have various categories of membership which attract different price points. We need to ensure that the member is in the correct category. We also occasionally target information to specific categories of membership.

How membership is paid

For club accounting purposes. This aids reconciliation of monies received. No bank details are requested or held.

Membership Database

The Membership Database is maintained by the Club Membership Secretary, stored on Clubmate's Administrative system with password protection, and is backed up periodically for recovery purposes. The back up copies are password protected and kept secure. We may delete your data after a minimum 2 years of inactivity after your membership(s) have expired. You have the right to ask for deletion at any time.

Hard Copy Membership Permits and Day Tickets

The hardcopy Permit Stubs and Day Ticket Stubs are securely stored by the Club Membership Secretary. The stubs for the previous membership year are destroyed following the Audited Accounts being approved at the Annual General Meeting.



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Clubmate:

The PAC uses Clubmate to accept payments. For those members using Clubmate their name, email address, postal address and transaction details will be held on file for E&DAA to fulfill its own compliance and legal obligations. However, this information is always checked for accuracy before any invoice is issued. We will not share this information or your payment details.

Third Parties

Use of shop agents to sell membership permits and day tickets. To protect the information provided and held temporarily by the shop agent the following condition of sale is placed upon them.

In order to comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 the agent agrees by selling permits and day tickets on behalf of the PAC that the personal information (Name and Address) recorded will be kept secure and not unlawfully used by the agent or divulged to any third parties. The information (permit counterfoils and day ticket stubs) shall only be passed to the PAC Treasurer or his representative.

How we share your personal information

Personal information is not shared outside of the PAC and its members. However, we may also be subject to a legal requirement (with or without your consent) to share your personal information with a government agency (such as the police or security services or other statutory authorities with investigatory powers) under special circumstances (e.g. relating to tax, crime or health and safety). Where feasible and appropriate, we will notify you of our intention to share such information in advance.

Policies regarding children's data:

Children under the age of 13 can never, themselves give consent to the processing of their personal data in relation to our online services. For children between the ages of 13-15 (inclusive) the general rule is that if an organisation seeks consent to process their personal data then parental consent must be obtained.

Children aged 16 or older may give consent for the processing of their personal data themselves. The data controller is required to make 'reasonable efforts' to verify that consent has been given or authorised by the holder of parental responsibility in light of available responsibility for policies regarding children's data.

Your rights

You have the right to access the personal information that we hold about you. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or communications, or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you have questions or concerns about how your personal information is used, please contact us using the above details.

If you remain unhappy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).