

Buckingham & District Angling Association

Founded 1910



Privacy Notice

Important Information

This Privacy Notice aims to give you information on how we collect and process your personal data provided to us when you apply to purchase a membership permit, day ticket or sign-up for a coaching session or otherwise interact with us.

Who we are

We are the "Buckingham & District Angling Association" hereafter to be referred to as "BDAA".

The purpose of the BDAA is to

- Protect, preserve, and where possible, improve local fisheries for the benefit of local anglers
- Prevent pollution, poaching and any practices which bring angling into disrepute
- Encourage, help and instruct members, especially juniors, in the art of responsible angling
- Provide and encourage all types of responsible angling for members

At the BDAA, we are committed to maintaining the trust and confidence of our members and those that fish or are coached at our venues. In particular, we want you to know that the BDAA is not in the business of selling or trading information with other organisations or companies. In this Privacy Notice, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. The Membership Secretary undertakes the role of Data Protection Officer.

Consent

By joining the BDAA, purchasing one of our day tickets, or signing up for a coaching session 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 membership@bdaafishing.org.uk or writing to the Membership Secretary at 10 Moreton Drive, Buckingham, MK18 1JQ. However, withdrawing consent completely will mean you will not be able to remain a member, as the BDAA needs to store and use this data as part of their membership. When you withdraw your consent, you will no longer be a member and your membership record within the Membership Database will be deleted.

The personal information we collect and use

When you purchase a membership permit, day ticket or guest ticket via email/Paypal, in person, post or through one of our shop agents your name, address data, category of membership and where provided email and contact number(s) will be stored in our Membership Database. Please be assured that we do not share your personal details with any other organisation or company. However, it is a condition of membership that as a minimum your name and postal address shall be provided to the BDAA. We no longer record date of birth. Email addresses and telephone numbers may optionally be provided.

Students signing up for coaching lessons

When you register a child for a structured coaching session we will ask you to complete a Parent/Student Registration Form. This includes name and age of the student. We will only collect information about children where we have the express consent from the child's parental guardian. The BDAA will never knowingly communicate with children (aged under 16) directly by email, post, text or telephone.

Additionally, on this form we ask for the following consents details: -

Do you consent to having photographs taken that may be used in promoting our events?

Do you consent to having name and photograph being published on our Website?

This information is used to ensure that parents/guardians and students wishes are complied with regarding having the students name and /or photograph published on the BDAA website.

For health and safety, we also ask for the following additional information: -

Does the student have any medical conditions that the coaches should be notified of?

Does the student have any disabilities that the coaches should be made aware of?

Please note all information provided via the Parent / Student Registration form will be held securely and will only be shared with coaches or others who need this information in order to meet the specific needs of your child.

Apart from the student's name and address, which will be used to track their CAST Award achievements, the information provided on this form will not normally be digitised (i.e. recorded electronically) and will be destroyed at the end of each year.

Students personal information will only be passed to those delivering or assessing training and processing any certification achieved and will not be used for marketing purposes or shared with third parties other than the Angling Trust to record any CAST Awards awarded.

The Name and Address information of students who achieve an Angling Trust CAST award certificate will be passed to the Angling Trust. Please refer to the Angling Trust Privacy Policy.

Third Parties

Use of shop agents to sell 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: -

Condition of Selling BDAA Permits and Day Tickets.

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 BDAA that the personal information (Name, Address and Email) recorded on the Permit and Day Ticket stubs 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 BDAA Membership Secretary or his representative.

Angling Trust

We may share anonymised personal information with Angling Trust who use this to analyse our membership numbers and categories of membership.

We will share Name and Address information of students who achieve any of the Angling Trust CAST award certificates. Please refer to the Angling Trust Privacy Policy.

Paypal

The BDAA uses Paypal to accept payments. For those members using Paypal their Name, Email address, Postal Address and transaction details will be held on file in order for the BDAA to fulfil 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.

Access to your personal information

You are entitled to view, advise us of any changes or have us delete any personal information that we hold.

If you request us to delete your Name and Address, you will no longer be a member and your membership record within the Membership Database will be deleted. You will need to return your membership card to the address below.

As the GDPR is all about individuals having more control over data held on them, our members can request a copy of all information we held on them. To comply with the GDPR we will provide this information within 30 days of the request. Simply send an email to membership@bdaafishing.org.uk or write to the Membership Secretary at 10 Moreton Drive, Buckingham, MK18 1JQ.

The data can be provided in a commonly used digital format (eg PDF/CSV).

Mailing

We will use the contact details held on our membership database to send out the annual Newsletter and Membership renewal application forms. This annual communication, normally delivered during April or May, is the only communication the BDAA will send out other than any notices required calling any Special General meeting. If you do not wish to receive this communication then contact the membership secretary details above.

Information management

Website Cookies

Our Website www.bdaafishing.org.uk does not use Website Cookies.

Membership Database

The Membership Database is maintained by the Membership Secretary, stored on a PC with password protection, and is backed up periodically for recovery purposes. The backup copies are password protected and kept secure. Past members entries will remain on database for not more than two years.

Permit and Day Ticket Stubs

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

CAST Awards Database

The CAST Awards Database, is maintained by the Membership Secretary, stored on a PC with password protection, and is backed up periodically for recovery purposes. The backup copies are password protected and kept secure.

Records of CAST achievement

The hardcopy records of CAST achievement are securely stored by the Membership Secretary and kept for three years after which time they will be destroyed.

Parent/Student Registration Form

The hardcopy records of the Parent/Student Registration Form are securely stored by the Membership Secretary and destroyed at the end of each calendar year.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If you are not happy with how the BDAA manages your personal data, you have the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/>.

Changes to this Privacy Notice

This privacy notice was last amended on 7 May 2018 and will be reviewed periodically, at least, on an annual basis.