



## Privacy Policy

### Introduction

As a membership organisation it is necessary for ABTAPL to hold personal information about members in order to ensure efficient operation and to provide the expected membership service. ABTAPL respects the privacy of its members and aims to act consistently with the Data Protection Act and General Data Protection Regulation (GDPR.) The principles of the Data Protection Act and GDPR are that data is:

- processed fairly and lawfully;
- obtained only for one or more specified and lawful purposes;
- adequate, relevant and not excessive;
- accurate and, where necessary, kept up to date;
- not be kept for longer than is necessary for a particular purpose;
- processed in accordance with the rights of data subjects under the Data Protection Act;
- secure.

### What information do we collect?

For members we collect information which includes your title, first name, surname, home/work contact details (postal address and email address).

### Why do we hold this information?

The personal information we hold enables us to provide information and services to members, and for us to administer your membership or any contact you have with the Association.

Information for members and organisations may be published in our Bulletin or on our website; anyone named is by consent of the individual. Members are asked to let us know of any changes to their personal or work information.

### The use of your data

The Association will not pass on any personal information we hold to any unrelated third party, except where we have been given express consent to do so or where required by law. A related third party is the Bulletin printer who receives names and addresses to mail each issue.

### Security

The Association uses all reasonable efforts to ensure personal information is held securely.

### Access to your personal information

You can seek access to the personal information we hold about you, by contacting us. If the information we hold about you is inaccurate, incomplete, or out of date, please inform us so that we can update it.

### Changing your preferences

You have the right to opt-out of receiving information from us at any time. You can do this by contacting the Membership Secretary.