

Colchester Piscatorial Society (CPS) - Privacy Policy

30th November 2022

Our contact details

Barry Took

CPS Secretary

18 Songers Cottages, Dedham Road, Boxted, Essex CO4 5SQ

E-mail: b.tookhandyman@gmail.com

The type of personal information we collect

We currently collect and process the following information for all CPS Members and their associated family members:

- Full name
- Associated family members full names
- Full postal address and email addresses
- Land and mobile telephone numbers
- Age and date of birth
- Car registration numbers
- Membership category
- Date of joining CPS
- Payment methods

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for the following reason:

- Registration of your request to join the annual membership of the Club

We use the information that you have given us to; -

- To be able to contact you by telephone, email, text or post as part of your membership conditions, including but not limited to; - renewal reminders and committee communications
- To allocate the correct membership fee according to your date of birth
- For our Club Bailiffs to monitor and check our waters for valid Club members only fishing and registered cars parked within our car parks

We also receive personal information indirectly, from the following sources in the following scenarios:

- Owners of our waters that authorise their employees and families to fish

We may share this information with:

Clubmate Limited to utilise their software and services to administer our membership program

Anglian Trust for limited, but not personal Club data

Authorised Committee Members to administer the data processing

Authorised Club Bailiffs to gain access to limited membership data whilst undertaking their duties

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent.
- (b) You can remove your consent at any time by contacting our Membership Secretary and requesting your decision to cease being a member of the Club and your information will be removed
- (c) We have an annual contractual obligation as part of your membership with us

How we store your personal information

Your information is securely stored and backed up by the Membership Secretary at their private address

We keep all your supplied personal information until such time you tell us that you no longer wish to remain a registered member, or you let your membership lapse more than 3 months from the 1st of June each year.

All your supplied information will be deleted from data files held on computer and all application forms, photos or renewal forms will be shredded at the end of current membership season, or 3 months following the start of a new membership season, should you have not renewed membership.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances, however this would mean that you would not be able to be a registered member of the Club

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us via our website 'Contact Us' page, cpsangling.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting Barry Took at the address detailed at the beginning of this document.

If you feel we have not satisfactorily resolved your complaint you can complain to the ICO. You can also do so if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>