

Data Protection Privacy Notice for PATA Members



PATA and your personal data

PATA needs to keep certain personal information about its Member groups in order to fulfil its contractual obligations. From 25 May 2018 the processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018. Business information does not fall under the GDPR.

We only collect personal data when we have a lawful reason for doing so, and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for any longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures.

PATA's Data Protection Officer is Paula Hayball, Chief Executive Officer. Our register entry with the Information Commissioner's Office (ICO) is Z7207409.

PATA is the Data Controller for your personal data, which means that we decide what information we need to keep about you and why, and how we process and store that information.

Your main contact or Bundle Admin is a Data Processor, which means that they have specific legal obligations to maintain records of personal data and processing activities, and to avoid data breaches. Their full responsibilities are explained in your setting's membership agreement.

What personal data do we keep and process?

When you register your setting for PATA membership we ask for the name, address, email address and phone numbers of your main contact, which may include personal data. We add this information to our membership database. It is also stored on SAGE Accounts on a secure PC for accounting purposes.

Similar details for up to nine staff members or Committee Members can be added to our membership database by your main contact or Bundle Admin. It is the responsibility of the Bundle Admin to collect this information and obtain consent from the individuals involved. A Bundle Admin can access, edit or delete any personal data relating to individuals in their setting at any time, using their Bundle Admin login details. An individual bundle member can access, edit or delete their own personal information at any time using their own login details. All personal data is password protected.

Personal data can also be added, edited or deleted by designated PATA staff.

What do we use your personal data for?

Personal data is used to send out information about training courses, current legislation and practice, job vacancies and our PATA Chatter and enews publications. It is also used to send out renewal information, invoices and membership details.

How is your personal data stored?

Your personal data is stored electronically in our membership database which is provided by Wild Apricot, a Canadian based company which uses computer servers operated by Amazon Web Services. PATA's computers use a server which is provided by our IT support company Pearce IT and backed up to Microsoft's UK/EU data centres. All of these companies are ensuring their GDPR compliance by 25 May 2018. Personal data may be extracted from Wild Apricot and temporarily stored on PATA's computers. PATA does not share your personal data with any other third party.

What is the legal basis for processing your personal data?

Your data is processed on the basis of your contract with us for membership services.

How long do we keep your personal data for?

We keep your personal data as long as your setting is a PATA member. If your setting's membership is not renewed we will send out automatic reminders and may telephone. If your setting's membership is not renewed within one year of this reminder, all setting and personal data will be deleted from our membership database.

If Bundle Admin or trustee contact details are changed, the previous details will automatically be archived and deleted after one year.

What are your rights with regard to your personal data?

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data that we hold about you to another data controller. (This right only applies where the processing we do is by your consent or for the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent. Please note that if you do this it may affect our ability to fulfil our membership contract with you.
- Not to be subject to automated decision-making. PATA does not use automated decision making.

Who to contact

If you have any queries or complaints, or wish to exercise any of the above rights, please contact our Data Protection Officer.