



The Miniature Mediterranean Donkey Association

Privacy Policy

Miniature Mediterranean Donkey Association
is a Private Company Limited by Guarantee Reg. No.4642344.
Reg. Office: c/o NATA, Ashington Workspace, Lintonville Parkway, Ashington, NE63 9JZ
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1. Introduction

- 1.1 The Miniature Mediterranean Donkey Association (MMDA) is committed to ensuring the secure and safe management of data held by the MMDA in relation to members and other individuals. The MMDA have a responsibility to ensure compliance with the terms of this Policy, and to manage individuals' data in accordance with the procedures outlined in this Policy and documentation referred to herein.

The MMDA needs to gather and use certain information about individuals. These will primarily be members of the Association, contractors and other individuals that the MMDA has a relationship with. The MMDA manages data, from a variety of sources. This data contains Personal Data and Sensitive Personal Data (known as Special Categories of Personal Data under the General Data Protection Regulations (GDPR)).

This Policy sets out the MMDA's duties in processing that data, and the purpose of this Policy is to set out the procedures for the management of such data.

2. Legislation

- 2.1 It is a legal requirement that the MMDA process data correctly; the MMDA must collect, handle and store personal information in accordance with the relevant legislation.

The relevant legislation in relation to the processing of data is:

- (a) The General Data Protection Regulation (EU) 2016/679 ('the GDPR');
- (b) The Privacy and Electronic Communications (EC Directive) Regulations 2003 (as may be amended by the proposed Regulation on Privacy and Electronic Communications); and
- (c) Any legislation that, in respect of the United Kingdom, replaces, or enacts into United Kingdom domestic law, the General Data Protection Regulation (EU) 2016/679, the proposed Regulation on Privacy and Electronic Communications or any other law relating to data protection, the processing of personal data and privacy as a consequence of the United Kingdom leaving the European Union.

3. Data

- 3.1 The MMDA holds a variety of Data relating to individuals i.e. members (also referred to as data subjects) which is known as Personal Data. The Personal Data held and processed by the MMDA is detailed within the Fair Processing Notice at Appendix 1.
- 3.2 'Personal Data' is that from which a living individual can be identified either by that data alone, or in conjunction with other data held by the MMDA.

4. Processing of Personal Data

4.1 The MMDA is permitted to process Personal Data on behalf of data subjects provided it is doing so on one of the following grounds:

- Processing with the consent of the data subject;
- Processing is necessary for the performance of a contract between the MMDA and the data subject or for entering into a contract with the data subject;
- Processing is necessary for the MMDA's compliance with a legal obligation;
- Processing is necessary to protect the vital interests of the data subject or another person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of the MMDA's official authority; or
- Processing is necessary for the purposes of legitimate interests.

5. Fair Processing Notice

5.1 The MMDA has produced a Fair Processing Notice (FPN) which it is required to provide to all members whose Personal data is held by them. This FPN must be provided to the member from the outset of processing their Personal Data and they should be advised of the terms of the FPN when it is provided to them.

5.2 The Fair Processing Notice (FPN) at Appendix 1 sets out the Personal Data processed by the MMDA and the basis for that Processing. This document is provided to all of the Group's members at the outset of processing their data.

6. Consent

6.1 Consent as a ground of processing will require to be used from time to time by the MMDA when processing Personal Data. It should be used by the MMDA where no other alternative ground for processing is available. In the event that the MMDA requires to obtain consent to process a data subject's Personal Data, it shall obtain that consent in writing. The consent provided by the data subject must be freely given and the data subject will be required to sign a relevant consent form if willing to consent. Any consent to be obtained by the MMDA must be for a specific and defined purpose (i.e. general consent cannot be sought).

7. Processing of Special Category Personal Data or Sensitive Personal Data

7.1 In the event that the MMDA processes Special Category Personal Data or Sensitive Personal Data, the MMDA must do so in accordance with one of the following grounds of processing:

- The data subject has given explicit consent to the processing of this data for a specified purpose;

- Processing is necessary for carrying out obligations or exercising rights related to employment or social security;
- Processing is necessary to protect the vital interest of the data subject or, if the data subject is incapable of giving consent, the vital interests of another person;
- Processing is necessary for the establishment, exercise or defence of legal claims, or whenever court are acting in their judicial capacity; and
- Processing is necessary for reasons of substantial public interest.

8. Data Sharing

8.1 The MMDA shares its data with various third parties for numerous reasons in order that its day to day activities are carried out in accordance with the MMDA's relevant policies and procedures. In order that the MMDA can monitor compliance by these third parties with Data Protection laws, the MMDA will require the third party organisations to enter in to an Agreement with the MMDA governing the processing of data, security measures to be implemented and responsibility for breaches.

9. Personal Data Sharing

- 9.1 Personal data is from time to time shared amongst the MMDA and third parties who require to process personal data that the MMDA process as well. Both the MMDA and the third party will be processing that data in their individual capacities as data controllers.
- 9.2 Where the MMDA shares in the processing of personal data with a third party organisation, it shall require the third party organisation to enter in to a Data Sharing Agreement with the MMDA.

10. Data Processors

- 10.1 A data processor is a third party entity that processes personal data on behalf of the MMDA, and are frequently engaged if certain of the MMDA's work is outsourced.
- 10.2 A data processor must comply with Data Protection laws. The MMDA's data processors must ensure they have appropriate technical security measures in place, maintain records of processing activities and notify the MMDA if a data breach is suffered.
- 10.3 If a data processor wishes to sub-contract their processing, prior written consent of the MMDA must be obtained. Upon a sub-contracting of processing, the data processor will be liable in full for the data protection breaches of their sub-contractors.
- 10.4 Where the MMDA contracts with a third party to process personal data held by the MMDA, it shall require the third party to enter in to a Data Protection Addendum with the MMDA.

11. Data Storage and Security

- 11.1 All Personal Data held by the MMDA must be stored securely, whether electronically or in paper format.

12. Paper Storage

- 12.1 If Personal Data is stored on paper it should be kept in a secure place where unauthorised personnel cannot access it. When the Personal Data is no longer required it must be disposed of so as to ensure its destruction. If the Personal Data requires to be retained on a physical file then the MMDA should ensure that it is affixed to the file which is then stored in accordance with the MMDA's storage provisions.

13. Electronic Storage

- 13.1 Personal Data stored electronically must also be protected from unauthorised use and access. Personal Data should be password protected when being sent internally or externally to the MMDA's data processors or those with whom the MMDA has entered in to a Data Sharing Agreement. If Personal data is stored on removable media (CD, DVD, USB memory stick) then that removable media must be stored securely at all times when not being used. Personal Data should not be saved directly to mobile devices and should be stored on designated drives and servers.

14. Breaches

- 14.1 A data breach can occur at any point when handling Personal Data and the MMDA has reporting duties in the event of a data breach or potential breach occurring. Breaches which pose a risk to the rights and freedoms of the data subjects who are subject of the breach require to be reported externally in accordance with Section 7 above.

15. Internal Reporting

- 15.1 The MMDA takes the security of data very seriously and in the unlikely event of a breach will take the following steps:
- The MMDA must seek to contain the breach by whatever means available;
 - The MMDA must consider whether the breach is one which requires to be reported to the Information Commissioner's Office (ICO) and data subjects affected and do so in accordance with this section 7; and
 - Notify third parties in accordance with the terms of any applicable Data Sharing Agreements.

16. Reporting to the Information Commissioner's Office (ICO)

- 16.1 The MMDA will require to report any breaches which pose a risk to the rights and freedoms of the data subjects who are subject of the breach to the ICO

within 72 hours of the breach occurring. The MMDA must also consider whether it is appropriate to notify those data subjects affected by the breach.

17. Data Subject Rights

- 17.1 Certain rights are provided to data subjects under the GDPR. Data subjects are entitled to view the personal data held about them by the MMDA, whether in written or electronic form.
- 17.2 Data subjects have a right to request a restriction of processing their data, a right to be forgotten and a right to object to the MMDA's processing of their data. These rights are notified to the MMDA's members and other stakeholders in the MMDA's Fair Processing Notice.

18. Subject Access Requests

- 18.1 Data subjects are permitted to view their data held by the MMDA upon making a request to do so (a Subject Access Request). The MMDA must respond to the Subject Access Request within one month of the date of receipt of the request. The MMDA:
 - 19.1.1 Must provide the data subject with an electronic or hard copy of the Personal Data requested, unless any exemption to the provision of that data applies in law.
 - 19.1.2 Where the Personal Data comprises data relating to other data subjects, must take reasonable steps to obtain consent from those data subjects to the disclosure of that Personal Data to the data subject who has made the Subject Access Request.
 - 19.1.3 Where the MMDA does not hold the Personal Data sought by the data subject, it must confirm that it does not hold any personal data sought to the data subject as soon as practicably possible, and in any event, not later than one month from the date on which the request was made.

19. The Right to be Forgotten

- 19.1 A data subject can exercise their right to be forgotten by submitting a request in writing to the Group seeking that the MMDA erase the data subject's Personal Data in its entirety.
- 19.2 Each request received by the MMDA will require to be considered on its own merits and legal advice will require to be obtained in relation to such requests from time to time. The MMDA will have responsibility for accepting or refusing the data subject's request in accordance with clause 10.4 and will respond in writing to the request.

20. The Right to Restrict or Object to Processing

- 20.1 A data subject may request that the MMDA restrict its processing of the data subject's Personal Data, or object to the processing of that data.

- 20.2 In the event that any direct marketing is undertaken from time to time by the MMDA, a data subject has an absolute right to object to processing of this nature by the MMDA, and if the MMDA receives a written request to cease processing for this purpose, then it must do so immediately.
- 20.3 Each request received by the MMDA will require to be considered on its own merits and legal advice will require to be obtained in relation to such requests from time to time. The MMDA will have responsibility for accepting or refusing the data subject's request and will respond in writing to the request.

21. Privacy Impact Assessments ('PIAs')

- 21.1 These are a means of assisting the MMDA in identifying and reducing the risks that our operations have on personal privacy of data subjects.
- 21.2 The MMDA shall:
- 21.2.1 Carry out a PIA before undertaking a project or processing activity which poses a 'high risk' to an individual's privacy. High risk can include, but is not limited to, activities using information relating to health or race, or the implementation of a new IT system for storing and accessing Personal Data.
- 21.2.2 In carrying out a PIA, include a description of the processing activity, its purpose, an assessment of the need for processing, a summary of the risks identified and the measures that it will take to reduce those risks, and details of any security measures that require to be taken to protect the personal data.
- 21.3 The MMDA will require to consult the ICO in the event that a PIA identifies a high level of risk which cannot be reduced. The MMDA will be responsible for such reporting, and where a high level of risk is identified by those carrying out the PIA they require to notify the MMDA within five (5) working days.

22. Archiving, Retention and Destruction of Data

- 22.1 The MMDA cannot store and retain Personal Data indefinitely. It must ensure that Personal Data is only retained for the period necessary. The MMDA shall ensure that all Personal Data is archived and destroyed as appropriate.

**Miniature Mediterranean Donkey Association (MMDA)
General Data Protection Regulation (GDPR) Fair Processing Notice**

(How we use your personal information)

This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner. The purpose of this notice is to make you aware of how we will handle your information.

Who are we?

The Miniature Mediterranean Donkey Association is a Company limited by Guarantee registered in England No. 4642344 having its Registered Office c/o Northumberland Accountants & Tax Advisers, Ashington Workspace, Lintonville Parkway, Ashington, Northumberland NE63 9JZ , ('we' or 'us'), take the issue of security and data protection very seriously and strictly adhere to guidelines published in the Data Protection Act of 1998 and the General Data Protection Regulation (EU) 2016/679 which is applicable from the 25 May 2018, together with any domestic laws subsequently enacted.

How we collect information from you and what information we collect

We collect information about you:

- When you apply to become a board member, request services with ourselves howsoever arising or otherwise provide us with your personal details;
- When you apply to become a member;
- From your use of our online services, whether to make a complaint or otherwise;
- From your arrangements to make payment to us (such as bank details, payment card numbers, and any other income and expenditure related information);
- When you engage with us on social media or attend any of our events; and
- When you have given a third party permission to share the information they hold about you with us.

We collect the following information about you:

- Name;
- Address;
- Telephone number(s);
- E-mail address;
- Date of birth;
- Payments made by you to us; and

- Your social media username, if you interact with us through those channels.

We receive some or all of the following information from third parties:

- Personal information, including your name, address, telephone number, e-mail address, date of birth.

Why we need this information about you and how it will be used

We need your information and will use your information:

- To enable us to supply you with the services and information about the Association;
- To enable us to respond to your complaints or otherwise;
- To analyse the information we collect so that we can administer, support and improve and develop our business and the services we offer; and
- For all other purposes consistent with the proper performance of our operations and business.

Sharing of your information

The information you provide to us will be treated by us as confidential and will be processed only by us within the UK. We may disclose your information to other third parties who act for us for the purposes set out in this notice or for purposes approved by you, including the following:

- If we enter into a joint venture with or merged with another business entity, your information may be disclosed to our new business partners or owners;
- If we are investigating a complaint or criminal activity, information may be disclosed to the police, local authority and/or central government departments and others involved in any complaint, whether investigating the complaint or otherwise;
- If we have reason to instigate legal action your information may be disclosed to third parties including solicitors;
- If we are conducting a survey of our products and/ or service, your information may be disclosed to third parties assisting in the compilation and analysis of the survey results; and
- If we are sending information relevant to your membership with us, your information may be disclosed to third parties responsible for facilitating distribution.

Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

Security

When you give us information we take steps to make sure that your personal information is kept secure and safe..

How long we will keep your information

We review our data retention periods regularly and will only hold your personal data for as long as is necessary for the relevant activity, or as required by law (we may be legally required to hold some types of information), or as set out in any relevant contract we have with you.

Your rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information;
- Make a request to us to delete what personal data of your we hold; and
- Object to receiving any marketing communications from us.

If you would like to exercise any of your rights above please contact us at our registered address or via mmdaenquiries@gmail.com

The MMDA tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

You also have the right to complain to the Information Commissioner's Office in relation to our use of your information. The Information Commissioner's contact details are noted below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 or 01625 545745

The accuracy of your information is important to us - please help us keep our records updated by informing us of any changes to your email address and other contact details.

Changes to this notice

This notice was last updated in May 2018 and will be kept under regular review. The most current version of this notice is available on our website or by request.