



## ASSOCIATION OF PROVINCIAL BURSARS

### Data Privacy Notice

#### Who are we?

The Association of Provincial Bursars (APB) is the data controller and decides how your personal data is processed and for what purposes. Name and contact details of Executive Member who is the APB Data Protection Officer: The Revd Provincial James Boner, Chair APB.

#### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by one piece of information alone or in conjunction with other information in the data controller's possession or likely to come into such possession. This Privacy Policy explains how APB uses any personal data we collect. The processing of personal data is governed by the *General Data Protection Regulations 2016/679 (the GDPR)*.

#### How do we process your personal data?

- We collect information about you from your membership form when you become a member.
- We also collect information about you when you register to attend the Annual Conference.
- Website information is collected using cookies.

APB complies with its obligations under the GDPR by keeping personal data up-to-date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

#### How will be use the information?

Your personal data will be treated as strictly confidential. We use the information we collect to:

- Process your APB membership and to book you on the Annual Conference. In booking you on the conference, we have to upload some of your data to the Conference Centre booking system.
- The website information is used for functionality of the website (e.g. to keep track of who is logged in and when they log out).
- To allow members to use the members' area website forums to share information of interest and for discussion.

- APB will email you with circulars of interest (e.g. CLAS circulars, or questions from other members).
- For statistical analysis.

With your permission, we will, very occasionally, allow Friend members to send publications of interest to you on our behalf (e.g. Embracing Change and Consecrated Life).

### **Types of data processed by APB in relation to its members:**

- Names and titles
- Addresses
- Email addresses
- House and mobile telephone numbers
- Website addresses
- Charity number

### **What is the legal basis for processing your personal data?**

- Processing for the legitimate interests of APB, in order to administer the Association except where such interests are overridden by the interests, rights or freedoms of the data subject.
- Processing relates to personal data manifestly made public by the data subject.

### **How long do we keep your personal data?**

We keep your personal data for no longer than reasonably necessary for the period of your membership of APB.

### **Your rights and your personal data**

Unless subject to an exemption (under GDPR), you have the following rights with respect to your personal data:

- The right to request a copy of any data held about you by APB.
- The right to request correction of any inaccurate or out-of-date data held by APB.
- The right to request that your personal data is erased when it is no longer necessary for APB to retain such data.
- The right, where there is a dispute in relation to the accuracy of processing your personal data, to request that a restriction is placed on further processing.
- The right to lodge a complaint with the Information Commissioner's Office.

### **Further processing**

If we wished to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. The information is used to track visitor use of the website and to compile statistical reports on the website activity.

For further information visit: [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org)

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser but some of our website features may not function as a result.

## **Other websites**

Our website contains links to other websites. This privacy policy only applies to the APB website so when you link to another website, you should read their privacy policy.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this web page.

This privacy policy was last updated on XXXXX

## **Contact details**

To exercise any relevant rights, or if you have any queries or complaints, please in the first instance contact the General Secretary of APB by email: [gensec@apbursars.org.uk](mailto:gensec@apbursars.org.uk) or by post 49 Lancut Hill, Coton Park, Rugby, Warwickshire, CV23 0JR