

# Privacy Policy Notice

*The really important bit that we all need to read*

The policy:

This privacy policy notice is for this website; [www.ais.me.uk](http://www.ais.me.uk), including <http://www.ais.me.uk/MemberPage/1a-login.php> and served by the Association of Independent Showmen, The Mill, Zan Industrial Park Crewe Road, Wheelock, Sandbach, Cheshire, England, CW11 4QD and governs the privacy of those who use it.

The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

Policy key definitions:

"I", "our", "us", or "we" refer to the Association of Independent Showmen.

"you", "the user" refers to the person(s) using this website.

GDPR means General Data Protection Act.

PECR means Privacy & Electronic Communications Regulation.

ICO means Information Commissioner's Office.

Cookies mean small files stored on a users computer or device..

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## Processing of your personal data

*Still a very important bit to read*

Under the GDPR (General Data Protection Regulation) we control and / or process any personal information about you electronically using the following lawful bases.

We are exempt from registration in the ICO Data Protection Register because:

1. We don't use CCTV for the purposes of crime prevention
2. We are processing personal information. 'Personal information' means any detail about a living individual that can be used on its own, or with other data, to identify them.
3. We process the information electronically
4. Our organisation is responsible for deciding how the information is processed.
5. We don't process information for one of the following purposes:
  - a. Judicial functions;
  - b. personal, family or household affairs not connected to commercial or professional activities (including CCTV to monitor our domestic property, even if we are capturing images outside the boundaries of our property); or

c. to maintain a public register (ie we are required by law to make the information publicly available).

6. We are a not-for-profit organisation that qualifies for an exemption:

a. Whilst our organisation makes a profit for its own purposes, the profit is not used to enrich others.

We understand that we must:

- only process information necessary to establish or maintain membership or support
- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- We only hold information about individuals whose data we need to process for this exempt purpose
- The personal data we process is restricted to personal information that is necessary for this exempt purpose

*The above being quoted from having filled an online self assessment at the ICO for determining whether we need to register at the ICO, or not.*

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## Lawful basis:

### *GDPR FOR TRADE ASSOCIATIONS*

#### **Lawful basis: Contract**

The reason we use this basis: In order to fulfill the membership contract.

We process your information in the following ways: store your personal details on an electronic database

Data retention period: We shall continue to process your information until the contract between us ends or is terminated under any contract terms.

Sharing your information: We do not share your information with third parties.

#### **Lawful basis: Legitimate interests**

The reason we use this basis: AGM updates/Professional Training/Latest Industry news.

We process your information in the following ways:we store information on your commercial activities on an electronic database

Data retention period: We shall continue to process your information until the contract between us ends or is terminated under any contract terms.

Sharing your information: We do not share your information with third parties without prior consent and justifiable reason.

If, as determined by us, the lawful basis upon which we process your personal information changes, we will notify you about the change and any new lawful basis to be used if required. We shall stop processing your personal information if the lawful basis used is no longer relevant.

# What you also need to know

## Your individual rights

Under the GDPR your rights are as follows. You can read more about [your rights in details here](#);

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

You also have the right to complain to the ICO [[www.ico.org.uk](http://www.ico.org.uk)] if you feel there is a problem with the way we are handling your data.

We handle subject access requests in accordance with the GDPR.

## Internet cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website.

Some cookies are required to enjoy and use the full functionality of this website.

We use a cookie control system which allows you to accept the use of cookies, and control which cookies are saved to your device / computer. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

## Data security and protection

We ensure the security of any personal information we hold by using secure data storage technologies and precise procedures in how we store, access and manage that information. Our methods meet the GDPR compliance requirement.