



## Data Protection

The information you provide to AP (personal information such as name, address, email, and phone) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, comply with AP insurer's requirements, send invoices and receipts relating to all AP events. We have only the personal data you have provided to us. We do not gather information on our members from any third party agencies or services, nor do we share any of your information with any third parties for their own use. The only third parties that might have access to your data are those that provide us with technical support and hosting services, and they have no rights to use any of your data, and are secured.

## Legal Basis for processing

The legal basis for collection and processing of your personal data is that you have given your consent and/or that it is our legitimate interest to do so, as we could not operate the membership without it. Your rights and freedoms are not prejudiced by this. Our processing of your data is on the basis of:

- Processing is with consent of the data subject
- Or
- Processing is necessary for compliance with a legal obligation
- Or
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

You have the right to withdraw consent at any time. If you do so, it will not affect the lawfulness of any processing for which we had consent before you withdrew it.

## Information Security

AP takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorized disclosure. This is done through appropriate technical measures and relevant policies. We will only keep your data for the purposes it was collected for and only for as long as is necessary, after which is deleted.

## Your Legal Rights

### Access to information

You have the right to request access to your information stored and processed by us. You can do this by contacting [info@anglianpotters.org.uk](mailto:info@anglianpotters.org.uk)

### Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact [info@anglianpotters.org.uk](mailto:info@anglianpotters.org.uk)

### Information Deletion

If you wish AP to delete the information about you please contact [info@anglianpotters.org.uk](mailto:info@anglianpotters.org.uk)

### Right to Object

If you believe your data is not being processed for the purposes it has been collected for, you may object. Please contact [info@anglianpotters.org.uk](mailto:info@anglianpotters.org.uk)



### **Rights related to Automated Decision Making and Profiling**

AP does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We regularly review our Privacy Policies to keep up to date in protecting your data.

### **Complaints**

If you wish to complain about the way your personal data is stored by AP, please contact [info@anglianpotters.org.uk](mailto:info@anglianpotters.org.uk)