

## **ALACE – data use and privacy policy (May 2018)**

The Association takes seriously its responsibilities for keeping the personal data of its members and former members secure, recognising in particular that trade union membership is sensitive personal data. The Association also holds personal data about its consultants. This note sets out how the Association uses and shares your data.

The Association processes your personal data because it is necessary for the performance of a contract with you (namely, your membership of the Association) or to take steps preparatory to such a contract. It also processes sensitive personal data, as it is a not-for-profit body with a trade union aim and the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes) and there is no disclosure to a third party without consent.

### Use of data to provide services and support

In order to provide support to members and, where relevant, former members, contact and other information that you provide is shared with the Honorary Officers and the Association's consultants. This information does not include your home address or your bank account details, which are held only by the Honorary Treasurer.

The Association's sole means of contacting its members is by email. By joining the Association, you give consent that your email address may be used for communications from the Association.

Where relevant, information provided by consultants to the Honorary Officers will include the fact that you are receiving support and may include summary information about the nature of issues affecting you, in order to provide effective case management and appropriate consideration of policy issues.

Where relevant and in order to represent members effectively, the Association's Honorary Officers or consultants may also discuss your case with other organisations such as your employer or the Local Government Association. This can range from making practical arrangements such as agreeing appointment of an independent investigator or negotiating the terms of a departure including the financial arrangements. Your consent will be sought for any such disclosure as part of the support and representation that ALACE provides.

### Sharing data with other organisations for marketing

ALACE does not sell your contact details to other organisations.

If you wish to access support from the specialist advisors on pensions and investments where ALACE has negotiated preferential rates for members, relevant

information about you may be shared with those specialist advisors. Your consent to this will be sought.

If the Council approves the entering of business partner relationships with other organisations - for example, to provide access to preferential membership rates or terms of business - the Association may email you information about such organisations for the purpose of promoting such opportunities.

### Data retention

After you cease to be a member of the Association, data about you is retained for a period of up to seven years for reasons that include providing support to you as set out from time to time in the Association's rules and dealing with any proceedings or formal processes that might arise in respect of services provided during membership.

### Other issues

The Association's general policy is not to comment on support provided for or the circumstances of individual members. If the Association proposes to issue a comment about you, your consent will be sought to the terms of any such statement.

Contact details for the Honorary Secretary are made available on the public part of the Association's website. Contact details of consultants are available in the member zone on the website, which members can access only with a password. The Honorary Treasurer holds bank account details for the consultants and the Honorary Secretary in order to make payments to them.

In the interests of transparency for members and for others, the Association's Honorary Officers and members of the Council are listed on the Association's website. You have the right to ask for this information about you not to be published by contacting the Honorary Secretary.

The Association's data protection officer is the Honorary Secretary.