



Protected Wreck Association

Data Protection Policy and Privacy Notice

Version 1, adopted 1st February 2019

1.0 Data Protection Policy

- 1.0.1 The Constitution of the Protected Wreck Association requires it to operate a Data Protection Policy. This policy stands independent of the Constitution in order to facilitate any necessary rewording to reflect changes in UK legislation and in Association administration and communication methods.
- 1.0.2 The policy is based on current UK legislation; the Data Protection Act 2018 (the UK's implementation of the EU General Data Protection Regulation (GDPR) - <https://www.gov.uk/data-protection>).
- 1.0.3 The Association management will maintain a database of personal information related to individual members who have supplied their data to the Association and consented to the Association holding and using that data for Association administration purposes (including a membership database) and for keeping Association members updated and informed by email.
- 1.0.4 The Association takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this Data Protection Policy and its accompanying Privacy Notice set out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.
- 1.0.5 The key principles underlying the Association's Data Protection Policy and its accompanying Privacy Notice are that:
- 🔗 data is captured and maintained in a secure manner.
 - 🔗 individuals are made fully aware of what data is captured and what it will be used for.
 - 🔗 explicit consent is given by the individual for the Association to hold data.
 - 🔗 data is updated regularly and accurately.
 - 🔗 data is limited to what the Association needs.
 - 🔗 data is used only for the purpose for which it is collected for.
 - 🔗 data is only kept for as long as it is necessary.
 - 🔗 any member can, at any time, request a copy of the data pertaining to them which is held by the Association and this must be provided in a timely fashion and updated / edited / deleted as that individual requests.
- 1.0.6 How we will operate these principles is detailed in the Association's Privacy Notice.



2.0 Privacy Notice

2.0.1 The Protected Wreck Association takes your privacy seriously. We are a “controller” of the personal information that you provide to us and this Privacy Notice sets out how, why and for how long we will use your personal data, as well as who it is shared with. It also explains your legal rights as a data subject and how to exercise them.

2.1 The types of data that we may hold

2.1.1 Data held may include any information (electronic or paper) which an individual member has voluntarily supplied to the Association and consented to the Association using for the purpose of Association administration and communication, including (but not limited to); name, address, email address, telephone number(s), protected site involved in, status in licence team, relevant interests and skill sets.

2.2 How we use your personal data

2.2.1 Personal data will be used solely for the purposes of Association administration.

2.2.2 These data shall remain private to the Association and shall not be shared with any third party except for:

- the purposes of email distribution of Association updates and newsletters to members using a secure 3rd party facility (see section 3).
- where we might be required by UK legislation to release specific information to the authorities for e.g. law enforcement purposes.

2.2.3 On notification to the Association’s Secretary of a member’s wish to terminate their membership, the Association will delete all personal information that it holds for that member.

2.3 Email correspondence and emailed newsletters

2.3.1 The Association will send updates and newsletters to its members who have supplied us with a valid email address for the purpose of keeping them updated. The association will use a secure online marketing / email distribution service to send these communications on its behalf.

2.3.2 The Association will use Mail Chimp (www.mailchimp.com) and supplies Mail Chimp with a list of email addresses to use for each specific mailing. Mail Chimp holds our data securely in compliance with GDPR. Its privacy policy can be viewed here: <https://mailchimp.com/legal/privacy/>.

2.3.3 Each email sent through Mail Chimp provides the recipient with the option to unsubscribe from all future mailings from the Association at any time. Unsubscribed email addresses are held



securely by Mail Chimp and used to screen lists of email addresses supplied by the Association and remove any unsubscribed ones before it compiles the recipient list for that mailing.

2.3.4 Individuals can also unsubscribe at any time by contacting the Association's Secretary.

2.3.5 All email correspondence from the Association to its members shall be by blind copy.

2.4 Data Security


2.4.1 For the purposes of the Data Protection Act 1998, the Secretary of the Protected Wreck Association shall be responsible for the security of member information and for compliance with relevant data protection legislation.

2.5 Your Rights

2.5.1 Under the Data Protection Act 2018 and the EU General Data Protection Regulation you have rights to your data held by the Association. You have the right to:

- view any personal data relating to you that is held by the Association
- have that data corrected, edited or deleted in full or in part
- opt out of receiving any further communication from the Association

Please contact the Association Secretary with any enquiries you have about any data that we hold for you

Policy Approved	Signed: 
Date: 01 Feb 2019	Printed Name: Dr. David A. Johnston Position in Association: Secretary