

ASSAP and Your Privacy

The Association for Scientific Study of Anomalous Phenomena is a membership society, and your subscription to membership of ASSAP involves sharing with us some private data so we can provide you with services.

Article 5 of the GDPR outlines the six principles that should be applied to any collection or processing of personal data.

1. Personal data must be processed lawfully, fairly and transparently
2. Personal data can only be collected for specified, explicit and legitimate purposes
3. Personal data must be adequate, relevant and limited to what is necessary for processing
4. Personal data must be accurate and kept up-to-date
5. Personal data must be kept in a form such that the data subject can be identified only as long as is necessary for processing
6. Personal data must be processed in a manner that ensures its security

In light of GDPR, here is our new Privacy Policy.

What data does ASSAP collect on members?

The data held by ASSAP on members is largely provided by the members themselves and consists of the following information --

- * Name
- * Email address
- * date of joining the Society
- * postal address for print subscribers only

In the case of members who have completed ASSAP training or education courses, there will also be a record of –

- * the course or training undertaken, if passed, and date thereof.
- * any status such as Approved Investigator or NRPI membership resulting from the training
- * marks for courses still in progress, or held in abeyance
- * postal addresses held for the purpose of sending out NRPI cards, assigning cases on geographical proximity and issuing certificates where appropriate. This information will be required even for electronic subscribers.

This is the personal data we collect about you. We have no system of notes or records on individual members, and delete all membership information within six months of a member failing to renew their subscription, with the exception of qualifications passed where we maintain those records for a longer period in case a former member wishes to become active again. Please see the Right to Be Forgotten below for details on how to remove ALL such records if you so wish.

What is the legal basis for processing the data?

The Association for Scientific Study of Anomalous Phenomena is a membership society, and your subscription to membership of ASSAP involves sharing with us some private data so we can provide you with services. Subscription to membership in the Society and providing us with the needed data constitutes consent for us to hold the data securely for the sole purpose of providing you with the agreed services and benefits of membership. You may freely withdraw your consent, leave the Society and have your data deleted at any time by emailing the Membership Secretary on membership@asap.ac.uk

Will the data be shared with any third parties?

Your data will be shared with third parties only as required by the law of England and Wales (in the event of a Court case within England or Wales where membership of ASSAP was somehow deemed relevant by the Court) or as required to fulfil the benefits of membership. We will not share your data with other legal jurisdictions without your explicit consent, or confirm or deny membership of the Society to third parties except as noted below.

When you set up your subscription to ASSAP, you give your bank details to EazyCollect, a third party agency who collects the money on our behalf. No one within ASSAP has access to your bank account details, and the information we receive from EazyCollect is limited to amounts paid and date of payment. EazyCollect is GDPR compliant, and authorised and regulated as a Payment Institution by the Financial Conduct Authority - [Firm Reference Number: 730815](#)

The ASSAP Mailing List is handled by MailChimp software. MailChimp are GDPR Compliant <https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation>

There are two types of members of the mailing list: those who are subscribing members of ASSAP, and those who have emailed asking to join the list, and whose emails asking to subscribe are held on file by the Newsletter Officer. Members of ASSAP may ask to unsubscribe from the mailing list at any time without ending their membership of the Society by emailing assapenews@gmail.com

The final third party with whom we share your data is the fulfilment company with whom we use to address and mail out your magazines and journals. This company receives your name and address when they take delivery of the magazines from the printer, places the items and any inserts in the envelope, prints your address label and posts them to you. We ask our fulfilment company to delete this data as soon as the envelopes are posted, and ASSAP will only use fulfilment houses who are GDPR compliant.

How will the information be used?

ASSAP stores your data in compliance with our data handling policy, and limits access to the database to the relevant Officers of the Society, as registered with Companies House.

Data is compartmentalized, so that the Membership Secretary can check Subscription data, Publications Officer can prepare lists for mailing to send out magazines, the Newsletter Officer has your email requesting membership of the mailing list and email address, and the Treasurer can access your payment records at EazyCollect. The Education Officer, Groups Officer and NRPI Officer have access to individuals who belong to one of those categories, as required in pursuit of their duties. The Secretary and Chair may request any data we hold for the purposes of ensuring you receive the benefits of membership. In short, our data Handling Policy restricts access to information about members to that required for officers to carry out their duties and support members but not to casually browse or access records without cause.

Your name is used to identify you as a member, and to address you. We keep no other biographical details, and have no records of age, gender, or preferred pronouns.

Your postal address is used to send your print publications, and for NRPI members to assign cases.

Your email address is used to contact you if necessary, and to send electronic publications.

Your qualifications and training record is kept for the sole purpose of fulfilling our requirements in terms of accreditation and providing you with your results and status.

How long will the data be stored for?

Data will be stored for the duration of membership, and deleted within six months of your subscription ending, or immediately if you state you have no intention of rejoining. Records of training and courses completed will be kept until seven years have passed, except those formally accredited courses where we will keep all course marks and data indefinitely as required by the accrediting body unless you formally request for us to delete it.

ASSAP have made the decision to delete historical data about individual former members, with the above exceptions. Publications including magazines and journal articles are not effected by this decision, and as such will remain available to members.

What rights does the data subject have?

If you wish to discuss ASSAP's management of your data, or request an audit on what data the Society holds on you, please write to secretary@assap.ac.uk and we will be glad to assist and provide you with a full copy of what records we possess on you (once you have demonstrated beyond reasonable doubt your identity – ASSAP will not release data to other parties under any circumstances except as noted above).

Right to Withdraw

At any time you may ask to leave the Society and for all data and records regarding yourself to be deleted by emailing membership@assap.ac.uk. The Membership Secretary will check our records and ensure deletion is carried out within seven days, and this will formally end your membership of

the Society; we will also attempt to contact third party providers where possible and remove your data there. Your Right to be Forgotten will be honoured by ASSAP if you so request

Our Data Handling Policy

ASSAP has a full Data Handling Policy, the details of which are currently kept private and internal to minimise security risks, though we may well choose to publish it shortly. The key points are that your data is maintained securely, in a manner designed to absolutely minimise any risk of it being breached, and is only shared with other third parties who are themselves GDPR compliant in pursuit of the above agreement. If you have concerns about our data stewardship protocols, please write in confidence to secretary@assap.ac.uk as we welcome all opportunities to improve security in this area and will be delighted to discuss the issues with you.

We believe that we are fully compliant with the GDPR regulations at this point

CJ Romer, Secretary of ASSAP on behalf of the Committee and Executive
May 2018