

Data Privacy Notice - Southdown Intergroup

Our Privacy and Fair Processing Notice describes the categories of personal data we process and for what purposes. We are committed to collecting and using such data fairly and in accordance with the requirements of the General Data Protection Regulation (GDPR).

Who are we?

Our organisation, Southdown Intergroup, is part of the Alcoholics Anonymous organisation United Kingdom.

The following links provide more information about the organisation:

<https://www.alcoholics-anonymous.org.uk>

<https://www.alcoholics-anonymous.org.uk/Members/Regional-&-Local-Websites/South-East-Region/Southdown-Intergroup>

Any and all personal data that we collect will only be in relation to the work we do with our members, through our relationship with A-A as a whole, other Intergroups, volunteers, industry professionals and members of the general public.

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in our Intergroup's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

2. How we gather personal information

Any and all of the personal information we hold on you, is provided by you to us directly, from forms you fill in, emails you send to us, telephone calls you make to us and any verbal or other written communications to us. We seek your approval to retain this data via signature, a 'tick-box' on forms, electronically or verbally.

Personal information is gathered on members of the Intergroup, professionals with whom we engage and the general public who communicate with members of the Intergroup from time to time either as a result of general enquiries or participation in Intergroup activities.

3. How do we process your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive or irrelevant amounts of data, by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The following personal data is kept, where supplied by you and relevant to any role you perform for the organisation or any contact you make with the organisation:

Christian Name, Surname, home telephone number, mobile telephone number, address, email address. Not all this information is kept for every individual. It will depend on the specific circumstances of the role or communication you are involved in.

This information is kept so that we can provide a voluntary service for the benefit of ourselves and anyone who has a desire to stop drinking within our geographical area known as 'Southdown'. See one of the website addresses above for a definition of the area.

Specifically, it helps us to:

- Provide various services in conjunction with Alcoholics Anonymous UK to members of the public in the Intergroup area:
 - Telephone help line
 - Public Information
 - Young Persons liaison
 - Prison/Probation liaison
 - Hospital liaison
 - Armed Services liaison
 - Employment liaison
 - Healthcare liaison
 - Archives
- Manage our volunteers
- Maintain our own accounts and records
- Provide information on and publicise news, events, activities and services running at Southdown Intergroup and other affiliated groups as well as A-A as a whole

4. What is the legal basis for processing your data?

We only use your personal information where that is permitted by the laws that protect your privacy rights. We only use personal information where:

- We need to use the information to comply with our legal obligations
- We need to use the information to contact with you regarding meetings, events, and for the day to day running of the group

- It is fair to use the personal information in your interests, where there is no disadvantage to you – this can include where it is in our interests to contact you about services and events within A-A
- The processing is necessary for your legitimate interests or the legitimate interests of our Intergroup unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

5. How we store personal data.

We generally store personal information electronically, where access to that data is restricted and controlled, by one or more of the following:

Google Drive – this is a third-party online data storage system which is used for the collection and storage of personal data. Access is controlled solely by a Southdown Intergroup Liaison Officer and is only given to those with a bona-fide reason for access. For example a Telephone Responder. Once an individual has been granted access the data is protected by their userid and passcode. Personal data is protected such that the user may view but not copy, print or change the data.

Personal Computers (including portable devices)

Due to limited use some personal information is kept on personal computers where access to that data is restricted and controlled by the user.

Printed records and Event data

Occasionally paper is still used within the organisation to capture and retain some data for example the following:

- Individuals who have a need to access this information either do not possess a personal computer or do not wish to access the data electronically
- Telephone calls
- Meeting attendance
- Contact records and update forms.
- Events registration and coordination with event organisers. Where it is necessary to fulfil our legal obligations, we might need to have a less secure means to access personal information, such as printouts of personal contacts, (including specific event contact forms), rather than relying on secure digital systems, as often the events are held where internet and digital access will not be available. We will minimise the use of paper to only what is required for the event.

We will ensure that:

- Transfer of paper is secure, such as physical hand-to-hand transfer or registered post.
- Paper forms are securely destroyed through a shredding machine or securely burned after use.

- Paper records are always kept securely, especially when in transit, by using a lockable briefcase. A restricted-access lockable filing cabinet is used if records are long-term stored
- If transferred to another person, we will audit that they return all items when the event is complete

6. Sharing and transferring personal Information

We will only normally share personal information within our Intergroup Officers and Committee members.

We will, however, share your personal information with others outside our Intergroup where:

- We need to meet or enforce a legal obligation and we will only share your personal information to the extent needed for that purpose.
- We need to contact someone in another Alcoholics Anonymous area to provide the service you have requested. For example, to assist with a telephone enquiry originating outside our area. We will only do this with your permission.

We will never sell your personal information to any third party for the purposes of marketing or for any other reason whatsoever.

Your personal data will be treated as confidential.

Third Party Data Processors

Southdown Intergroup does not use the services of any third-party data processors.

Automated decision making

Southdown Intergroup does not use any automated decision-making systems.

Transfers outside the UK

Southdown Intergroup will not transfer your personal information to any individual outside the UK.

7. How do we protect personal data?

We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for as long as necessary for the purpose for which it is used. See section 5.

8. How long do we keep your personal data?

1. If you are a member of Southdown Intergroup

We will retain your personal information throughout the time you are a member of Southdown Intergroup and for a period of three years after you have left unless required by law for longer so that Southdown Intergroup may fulfil its obligations in respect of financial, insurance and legal matters.

2. If you are a professional having a working relationship with Southdown Intergroup

We will retain your personal information throughout the time you maintain your working relationship with Southdown Intergroup. This information will be deleted three years after the working relationship ceases.

3. If you are a member of the general public

We will retain your personal information only as long as it takes to complete any interaction you have with us. In any event any personal information held by us will be deleted after a period of three years.

9. Your rights and your personal data

You have the right to object to how we process your personal information. You also have the right to access, correct, sometimes delete and restrict the personal information we use. In addition, you have a right to complain to us and to the data protection regulator.

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- **The right to be informed** – you have a right to know how your data will be used by our Intergroup.
- **The right to access your personal data** – you can ask us to share with you the data we have about you.
- **The right to rectification** – this means you can update your data if it's inaccurate or if something is missing.
- **The right to erasure** – this means that you have the right to request that we delete any personal data they have about you. There are some exceptions, for example, some information can be held for legal reasons.
- **The right to restrict processing** – if you think there's something wrong with the data being held about you, or you aren't sure if we are complying to rules, you can restrict any further use of your data until the problem is resolved.
- **The right to data portability** – this means that we will have to share your data with you in a way that can be read digitally – such as a pdf, if you ask us to. This makes it easier to share information with others.
- **The right to object** – you can object to the ways your data is being used.
- **Rights in relation to automated decision making and profiling** – this protects you in cases where decisions are being made about you based entirely on automated processes rather than a human input. As stated earlier, we do not have any automated decision-making or profiling processes.

Whether or not you exercise your new rights is up to you – the main thing to remember is that they are there if you need them.

10. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing, setting out the relevant purposes and processing conditions. Where and whenever necessary we will seek your prior consent to any new processing.

11. Contact Details

To exercise all relevant rights, queries or complaints please contact our Intergroup Secretary: secretary.southdown@aamail.org

You can contact the Information Commissioners Office on 0303 123 1113, via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.