

## Introduction

The Yorkshire Actuarial Society is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you for general administrative purposes as set out below, in accordance with the General Data Protection Regulation (GDPR).

### **Who we are**

The data controller with conduct of your personal information is the Yorkshire Actuarial Society. Yorkshire Actuarial Society is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The Society's data protection officer is the Secretary of the society. Information of the current secretary can be found on the [Yorkshire Actuarial Society website](#).

### **Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

### **The kind of information we hold about you**

‘Personal data’, or ‘personal information’, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are ‘special categories’ of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Company
- Actuarial Reference Number (ARN)
- Copies of emails with the Society.

### **How is your personal information collected?**

We typically collect personal information about you:

- Emails to or from the Society concerning

- Records of CPD attendance at events
- Member surveys

### **How we will use information about you**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. Where you have emailed the society to attend a CPD or social event
2. Where you have recorded your personal information at CPD events, in line with CPD requirements for the IFoA
3. Where we need to comply with any other legal obligation.
4. Where it is necessary for our legitimate interests to process your personal data for Society purposes and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest or for official purposes.

### **If you fail to provide personal information**

If you fail to provide certain information when requested, we may not be able to fulfil the purpose of your interaction with the Society.

### **Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### **Sharing your personal data**

Where recording personal details for record of CPD attendance at society run events, we will share your personal data with the Institute and Faculty of Actuaries (IFoA).

### **How secure is my information with third-party service providers and other entities in our group?**

We require the IFoA to respect the security of your data and to treat it in accordance with the law on data protection.

The IFoA required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes unless, you have asked us to (or where they already have a business relationship with you. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### **What about other unconnected third parties?**

We do not share your data with any other unconnected third parties

### **Data security**

We have put in place appropriate measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to the committee of the society and the IFoA. Unless we have explained otherwise, they will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

### **How long will you use my information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for.

In respect of our Society admin, we will retain your personal data until such time as that the original purpose for which the data was collected has expired PLUS an appropriate period that we may reasonably determine when we consider the amount, nature, and the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## **Rights of access, correction, erasure and restriction**

### **Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request the erasure of your personal information. This enables you to ask us to delete or remove personal information where there original purpose for processing has expired and there is no good reason for us continuing to process it. You also have the right to ask us to stop processing personal information where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party where we are processing your personal data by electronic means.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer in writing.

### **No fee usually required**

After 25th May 2018, you will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### **Right to withdraw consent**

Where we are relying on your consent to process sensitive personal data, you have the right to withdraw your consent to processing at any time.

Once we have received notification that you wish to withdraw your consent, we will no longer process your personal information for this purpose. **Please note** that this may mean that we are unable to confirm CPD attendance at society events.

### **Data protection officer**

We have appointed a data protection officer (DPO), to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the secretary of the society.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.