North Coast Association
A voluntary Association of National Trust members and volunteers
founded in 1985 to promote and prosper the work of the National Trust

The Secretary, 9 Knockantern Green, Coleraine, BT52 1DY
Membership Secretary, 28 Mill Road, KILREA, Coleraine, BT51 5RP

GENERAL DATA PROTECTION REGULATIONS (GDPR)

TO ALL NCA MEMBERS

1. You will be aware that new European wide regulations on how organisations collect, use and dispose of personal data of its members came into effect on 25 May 2018.

2. As we take your privacy very seriously, the North Coast Association is required to communicate with its members in writing and to obtain their explicit consent that they can hold specific identified details which members have provided for the sole purpose of the activities of the Association. **It is necessary that members positively affirm their agreement to its collection and use, by ‘opting in’**.

You can ‘opt out’ at anytime, if you no longer wish to be a member and therefore the Association will cease to communicate with you on its proposed activities.

3. As a member of the Association during 2017/18, you have provided the following personal data items to the Membership Secretary, when you renewed or applied for membership.

   1. Your title; 2. Your first name (by which you are known); 3. Your surname; 4. Your address (including its post code); 5. A contact telephone number (indicating if it is ex-directory); 6. Your e-mail address (optional); 7. Your National Trust membership number (if applicable) and 8. Your signature.

4. These items are held by the Membership Secretary in order to communicate to you throughout the year the various activities which have been organised by the committee and in which you are invited to participate. **They are not used for any other purpose.** They are held securely in electronic form which can only be accessed by the Membership Secretary. Should a third party request any of this information it will be refused unless we consider it to be vital to your welfare in the circumstances pertaining. In these circumstances we will still seek to obtain your consent before releasing it.

5. You can request to be informed of your own personal items of data which are held by the Association from the Membership Secretary at any time. You will need to verify your identity in these circumstances before it is released.

6. The items of your personal data held by the Membership Secretary will be disposed of securely if you no longer wish to be a member of the Association. You can request in writing that the data is amended or removed from our records at any time. All data will be reviewed and updated regularly.

7. You have the right to lodge a complaint about the organisation’s handling of your personal data with the supervisory authority: Information Commissioner’s Office, 3rd Floor, 14 Cromac Place, Ormeau Road, Belfast BT7 2JB. (Phone: 028 9027 8757)

8. The Association’s committee members share responsibility in organising the various activities throughout the year. Each organiser will require items of personal data from you on the application form for the activity. This may also include reference to specific data related to the activity e.g. your dietary requirements when a meal is involved or your requirements to negotiate difficult terrain on an outing. Data held by the committee member for these activities will be disposed of securely once the activity and any associated follow up has been concluded.

9. This information circular has been issued in association with your renewal application form for 2018/19.

**The application form has been designed to ensure that we have your positive affirmation to hold the data you have supplied on it for the purposes outlined above.**

Thank you for your support throughout the past year and we look forward to you renewing your membership and continuing to enjoy the activities of the Association.

Denis McClelland
NCA Secretary