

# Data protection

This policy is published in compliance with Data Protection Legislation Purposes of Data Collection.

## Purposes of data collection

Aspect collects individual membership data for eight reasons:

1. To identify the member
2. To enable the Association to communicate with the member, both individually and collectively, via mailings and bulletins on matters which the Association believes may be of interest to members
3. To collect membership subscriptions
4. To enable the Association to produce statistics for such purposes as compiling surveys to assist in salary negotiation and training provision
5. To identify members with particular specialisms or interests, to form expert or specialist interest groups
6. To maintain records of casework which may have current or future importance
7. Only where the member has so agreed, to publish details in registers, including in national publications and on the internet
8. Only where the member has so agreed, to provide contact details to third parties other than authorised distributors of Aspect literature, so that they may provide information to members which Aspect considers may be of interest to members.

## Maintenance and destruction of data

Membership records are retained until the calendar year following two full years from the cessation of membership. A short record is retained for the purposes of identification of the past member, to record last membership payment history and reason for leaving, for a period not exceeding ten years after termination of membership. The purpose of this record is:

- To form a history, should the member re-join
- To know whether individuals have previously been members
- To know the payment status, should there be a later claim for legal or insurance reasons.

Casework records are normally retained for seven years or longer if there are ongoing related issues or there is cause to believe a related issue may arise, eg pending the completion of court proceedings. The records are then destroyed.

## Supply of data to third parties

Names and addresses of all members are supplied to:

- Any mailing house which Aspect uses for its mailings
- Only where the member has so agreed, to third parties for direct mailings on matters which the Association believes will be of interest to members.

Names and addresses are not provided to third parties on a commercial basis. Any agreement for use is for one occasion only and for specific content known to the Association.

## Individual access to data and updating

Individuals are welcome to view their personal data at no charge and within a time period reasonable to access and, if necessary, copy the information. Copies will be charged at cost, subject to the statutory maximum applicable under the Data Protection Act 1998. The Association regularly sends to members a print-out of their personal data for checking and updating. Members are asked periodically in mailings to send in amendments to their data where circumstances have changed. Some personal data is available in the secure area of the Aspect website and members are able to make changes online.

## Other access to data

The main database is held in the Association's head office at Woolley Hall and can be accessed by Aspect professional staff and data processors based at Woolley. Selected data is made available in electronic form, as well as hard copy, for home-based use by regional and other officers and regional representatives. Such data may be sent to private computers by email. A copy of the database may be made available to an agent outside Woolley Hall for the purpose of development of the software. Under such circumstances it will be made clear that the content of the data is confidential and any such copy must be destroyed as soon as the agreed development processes have been completed. Published registers are made available to enquirers, either in electronic form or hard copy, according to the conditions associated with the register. Personal data regarding members will under no circumstances be incorporated within published registers without the prior consent of the relevant member.

## Responsibility for data protection matters

Responsibility for data protection matters lies with the general secretary of the Association.

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