

Privacy Statement

The General Data Protection Regulations (GDPR) require companies to notify members and others on our database of how they process personal information and obtain consent for doing so. Phillipa Chisnell is the data controller for the purpose of these regulations.

What data we hold

- British Industrial Design Association (BIDA) holds limited personal information necessary for informing members and other interested parties about activities specific to their industry.
- This would cover, for example:
 - Email address
 - First name and Last name
 - Company Name and address
 - And telephone number

Lawful basis for processing the data:

What we do with the data

- The information is used for the legitimate interests of the Association.

What we will not do with personal data

Personal data will not be used for any other purpose than the legitimate needs of BIDA operating as a Trade Association. Personal data will not be used for marketing purposes and will not be passed to third parties.

Retention of data

Personal data will not be kept after a member leaves the Association

Breach Notification

Where the Association becomes aware of a data breach, we will notify the regulator within 72 hours of becoming aware of the breach and the matter will be investigated by the Chairman.

Right of data subjects

Subject access

Members and other recipients of information have a right to access information held about them. BIDA has a month to respond to such a request although BIDA can apply for an extension of two months to comply with the request. BIDA is not permitted to charge for a Data Subject Access Request but does have a right to refuse a request or charge where the request is “manifestly unfounded or excessive”. The term “manifestly unfounded or excessive” is used in the GDPR but not defined.

An application must be submitted in writing to a board director of BIDA. This can be done by hand or (e)mail. Where an application is submitted by (e)mail, two forms of identification must be attached including the postal address of the applicant. Information provided by BIDA will be sent to this address.

Right to rectification

Members and others have a right to rectification of information if it is incorrect. An application for correction of information must be submitted in writing to a board director of BIDA stating what information is believed to be incorrect and supply evidence that it is incorrect. BIDA will investigate the claim and change the information if necessary or write to the applicant and explain why they believe that the information held is correct.

Right to be forgotten

Members have a right to have their personal information deleted where processing is no longer necessary. BIDA will not process information for any other use than its legal right to run the Association.

How to raise a complaint

Any complaint to BIDA should be submitted to a director in writing. The complaint will be investigated by the Board which will include a meeting with the complainant where appropriate. The findings of the investigation will be reported to the complainant in writing.

An individual also has a right to complain to the Supervisory Authority. Where the Board is notified of such a complaint it will be fully investigated as required.

This statement has been received by

Date:

Signature: