

## **Recfishwest Policy Privacy Policy.**

### **Policy**

**This policy covers the collection, use of and access to personal information held by Recfishwest.**

Access to, and use or disclosure of information held by Recfishwest must be lawful and restricted to those who need to know for a legitimate Recfishwest business requirement.

The information held by Recfishwest shall be subject to the following:

- confidentiality - information should be disclosed only to authorised individuals for authorised purposes;
- integrity - information should be complete, accurate and valid;
- availability - information should be available as and when required for authorised purposes;
- be removed from equipment or media that are to be disposed of using appropriate data sanitisation methods;
- be removed from equipment or media that are to be sent outside Recfishwest premises for repair or maintenance, or be covered by confidentiality agreements if removal is not possible; and
- be subject to security controls to allow access by authenticated and authorised personnel only.

### **Background**

All information handled by Recfishwest, its personnel and its agents is an asset and a resource. Information should only be collected, held or used where, when and so long as the information is needed to meet legal and statutory obligations.

In handling such information, Recfishwest has a duty and responsibility to ensure that the information is protected from harm and unauthorised or inappropriate disclosure while at the same time ensuring that it is available to those who have a legitimate right or need to know.

### **Members' personal details.**

Recfishwest keeps personal records of its members, including names, street and email addresses, age, telephone numbers and other details necessary to contact members, manage memberships and renewals. The personal information in the membership lists is stored in either password protected electronic media or in locked cabinets in paper form. When no longer required, personal information is destroyed in a secure manner or deleted.

**Other individuals' personal details.**

Recfishwest may obtain the contact details of other individuals who are not members, either from third parties or directly from people who have provided these details in connection with Recfishwest's activities and responsibilities, such as when completing website forms or sending emails or written correspondence.

Recfishwest will use this contact information only for the purpose for which it was provided and will not automatically add these contact details to mailing lists.

**Access to personal details.**

Recfishwest staff and members may be given access to some personal contact information but only for Recfishwest purposes.

Recfishwest will not disclose these personal details to third parties without consent unless required by law.

**Use of personal and contact details.**

Recfishwest uses members' postal and/or email addresses to consult them about fishing related issues and questions, and send Recfishwest newsletters and other information.

Recfishwest may use the contact details for others to request permission to add them to mailing lists for specific purposes.

At any time when requested, Recfishwest will delete a person's contact details and/or will stop sending some or all of these emails or publications.

Recfishwest will, on request, provide details of the information recorded and will update any inaccurate, incomplete or out of date information.

**Recfishwest website.**

Recfishwest does not collect personal information about people who only browse the Recfishwest website. The website does not collect personal information through the use of cookies or any other information collection technologies which identifies individuals.

The website pages use access tools which record information for monitoring of website page popularity and usage, website management, research and development. The information collected includes the Internet address of the computer accessing the website, but this requires additional information not available to Recfishwest before it could be used to identify any individual computer or user.

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