



Aberdeen In Recovery (AiR) GDPR Statement

Background / context

In 2018, the European Commission took a major step to standardise online privacy protections for its citizens. The General Data Protection Regulation (GDPR) requires businesses to comply with new rules for collecting, sharing, and protecting personal data within the borders of the European Union (EU).

By the end of May 2018, citizens living under the umbrella of GDPR will have a set of brand-new rights. Businesses need to be able to adequately accommodate these citizens' rights should they choose to exercise them:

- The right to be forgotten: the removal of inaccurate, inadequate, irrelevant or excessive information about them from online search engines;
- The right to data portability: the ability to obtain and reuse their personal data for their own purposes across different services;
- The right to be informed in the event of a data breach.

Aberdeen In Recovery supports individuals to exercise these rights.

AiR does not seek to gather information on individuals or hold information unnecessarily. We only gather the minimum we require to operate as a legal entity, to account properly for the money we are given and to report on the work we have carried out with those funds. As soon as it is no longer needed we destroy any information we hold on individuals.

What data is held by AiR and for what purpose?

AiR is a Scottish Charitable Incorporated Organisation. With this legal status we are required by law to keep clear financial records and to maintain an up to date list of members of the charity. This also means keeping records that ensure staff salaries, expenses of staff and volunteers, and suppliers get paid.

We register people to attend courses or events / networks through AiR and hold their name, address, email, phone number, gender, date of birth and organisation they are coming from. In key events we also ask for the status details in relation to recovery. This information is primarily collected to keep event participants informed about the event / course they have registered for.

We hold all this information for the purpose of ensuring we are connecting with the right groups of people and accounting for the work we carry out. No personally identifying details taken from registrations (e.g. names) are used in reports - it is only the accumulated statistics we use. We do this with the explicit consent of those registering.

From 2018 onwards people registering for membership will be asked if they would like to hear from AiR about other events and their name, address, phone and email (and other limited details of those who say yes) will be stored in a 'contact yes' database on our shared drive.

AiR never sells any of the data it holds on individuals to other bodies. AiR will protect your personal contact information and only hand it on to another individual with your explicit approval. We send information about our work and upcoming events to many groups and organisations. We will only

send out further information about events to individuals who have agreed to receive such information from us.

To remove data or move data held by AiR

AiR members in key roles can view information about different aspects of the work. All these key members are responsible for responding to requests to remove personal contact details of individuals on request.

All key members are able to respond to requests from individuals who are seeking to move any data held on them to another organisation. We will check of course that there is no legal impediment for doing so i.e. destroying records of expenses paid to an individual.

If you want to be removed from any email list that is held by AiR, contact any key member or email secretary@aberdeeninrecovery.org and request that your details be removed.

The security of data held by the AiR

AiR's information and contact lists will be encrypted and password protected on all systems.

The Status of this statement

This statement has been approved by the AiR committee and is now our policy. We will keep monitoring our work and practice to ensure we guard the spirit and the letter of the new rights.