



49 Linden Gardens, London W2 4HG. Tel/Fax. 020 72298392.
web: www.augb.co.uk email: fedir.kurlak@augb.co.uk

Members' personal information: privacy notice

The Association of Ukrainians in Great Britain is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being given a copy of this privacy notice because:

- you are an existing member and we are required to inform you of your rights relating to the personal information we hold; or
- you wish to apply to become a member of the Association of Ukrainians in Great Britain.

This notice makes you aware of how and why your personal data will be used, namely for the purposes of the assessing your eligibility for membership, to enable us to record your personal information to maintain your membership, and how long your data will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of information we hold about you

In connection with your membership, we collect, store, and use the following categories of personal information about you:

- The membership number we allocate to you.

- The information you provide on our membership application form or the following information which will be obtained from you by one of our branches is, title, name, surname and maiden name (in both Ukrainian and English languages), date of birth, place of birth, parents' names, telephone number/mobile number, home address, your AUGB Branch, membership category and type, personal email address, education/profession, date joined, date left, reason left, nationality/citizenship, your status as a current or former member with your last subscription expiry date, details of e-consents, membership payment record and a field for notes if required.
- Any information you provide to us, such as evidence that you meet the membership criteria, including your right to reside within the UK for a period of over 6 months if you were born outside the United Kingdom.
- All other information supplied on the application form, including the counter-signature of two Full Members of the AUGB and record of approval by your nearest AUGB Branch Committee, which is required before the application can be processed and accepted by AUGB's Head Office. (This process ensures that the Branch is aware of you and your application during its processing stage rather than being advised after the event.)

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity and religious beliefs.

How is your personal information collected?

We collect personal information about you from the following sources:

- You, the candidate, at the point of application to become a member of AUGB;
- Your chosen named counter-signatories (who will be existing members of the Association of Ukrainians in Great Britain), who will signify that you meet the membership criteria;
- Our members who may supply information about you. We will not specifically request any information from them about you unless we urgently need to contact you; or
- From a public record.

How we will use information about you

We use the personal information we collect about you to:

- Assess your eligibility for membership;
- Record information on the Ukrainian community living in the UK;
- Communicate with you about the Association and/or your membership;

- Keep records for archiving purposes in the public interest, historical research or statistical purposes.

We will only use your personal information for the operation of your membership of the Association and archiving purposes.

It is in the Association's legitimate interests to decide whether to grant membership since the we have strict membership criteria to fulfil the Association's aims and objectives and to offer benefits to members fulfilling the membership criteria.

Having received your membership application form and evidence that you meet the membership criteria, we will initially process that information at Branch level to decide whether you meet the criteria to become a member. You will select two eligible current members to support your application to become a member. If the Branch decides to offer you membership, AUGB's Head Office will ratify the decision made to grant membership in accordance with our Articles of Association.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your membership application, we will not be able to process your application successfully.

Keeping your personal information up to date

If any of your personal information, such as your contact details or home address change, you should inform us as soon as possible so that we can keep our records up to date.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

- We will use information about your ethnicity to consider whether you meet the membership criteria as we only offer membership to individuals with Ukrainian ethnic origin.
- We will record your details for archiving purposes in the public interest or historical research or statistical purposes.

Information about criminal convictions

We will not process information about criminal convictions.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making. In practice, we do not currently rely on automated decision-making.

Data sharing

We will not share your personal information with any third parties, unless you specifically authorise us to do so. We do not envisage a situation where we will have to share your personal information with any third parties inside or outside of the European Union, to third countries or international organisations, unless you specifically authorise us to do so.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Members' information is held centrally in a database. Each branch will be able to update its local members' personal information, but access will be restricted to the Branch Chair and/or the Membership Secretary.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information indefinitely (save for any applicable right to erasure, as set out below) after we have communicated to you our decision about whether to grant you membership. We retain your personal information indefinitely for archiving purposes in the public interest and for historical research or statistical purposes. Our database is a unique source of statistical information on the Ukrainian community in the UK.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact your local AUGB Branch Chair or Membership Officer or the Membership Department at AUGB's Head office – membership@augb.co.uk in writing.

Why is all of this necessary?

Like all other organisations, the AUGB is legally obliged to comply with current data protection obligations. This privacy notice does not represent a change in our working practice or how we communicate with you. It is required to provide you with details on the kind of information that we may be holding about you and how it is processed. We will not share any of your personal information with any third party unless you request us to do so.

Data protection issues

If you have any questions about this privacy notice or how we handle your personal information, please contact the AUGB's CEO, Fedir Kurlak. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.