



Joint Local Access Forum (JLAF)

for Bath & North East Somerset, Bristol City and South Gloucestershire

PRIVACY NOTICE

Introduction

The Joint Local Access Forum for Bath & North East Somerset, Bristol City and South Gloucestershire (JLAF) respects the privacy of both its members and any individuals who contact the JLAF and is committed to protecting personal information. The JLAF is required to handle a range of personal data to allow it to effectively carry out its core functions. Personal data is defined as any information that can be used to identify an individual and includes names and contact details. This personal data will be subject to the appropriate legal safeguards as specified in the Data Protection Act 1998 (“the 1998 Act”).

The JLAF fully endorses and adheres to the eight principles set out in Schedule 1 of the 1998 Act. These principles specify the legal conditions that must be satisfied in relation to obtaining, handling, processing, transporting and storing of personal data. The JLAF Chair, Secretary, Appointing Authorities and others who obtain, handle, process, transport and store personal data for the JLAF must adhere to these principles.

Uses of personal information

The JLAF collects personal information when it receives membership applications and renewals, takes minutes, and other enquires relating to the JLAF. By providing personal information, and where appropriate opting-in using the JLAF’s Privacy Consent Form, individuals consent to its processing as described in this Privacy Notice.

Individuals’ personal information is used for processing membership applications, providing updates on JLAF related matters, distributing agendas and minutes and for administrative purposes.

Secure procedures are used by the JLAF when collecting and storing personal information to prevent unauthorised access. However, no data transmission over the internet is 100% secure and the JLAF cannot guarantee the security of any information transmitted in this way; consequently, individuals do so at their own risk.

Personal information disclosure

The JLAF may disclose an individual’s name and work email address to other JLAF members with the aim of facilitating networking between members and enabling discussions on JLAF related topics.

JLAF members’ names will be listed on the JLAF webpages and included in publicly available minutes.

Members' rights and responsibilities

Subject to certain exemptions set out in the 1998 Act, members and other individuals with personal data held by the JLAF have the right to access any personal data that is being kept about them on computer or in hard-copy. Any person who wishes to exercise this right should make the request in writing. Requests will be fulfilled within 28 days of receipt, unless there is good reason for delay.

All members are responsible for ensuring that any personal data that they provide to the JLAF is accurate and that they inform the JALF Secretary of any changes to information which they have provided.

Dispute Resolution

This Privacy Notice has been approved by the JLAF and any breach will be taken seriously and may result in formal action.

If a member or individual thinks that the JLAF have not followed this Privacy Notice in some way, or if they have questions about this Privacy Notice, they can contact the JLAF by mail at the following address: JLAF, c/o PROW, Bath and North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG. They may also contact the JLAF by email at prow@bathnes.gov.uk or by calling 01225 477650.

The JLAF is a non-profit organisation and is therefore exempt from the requirements to register as a data controller with the Information Commissioner for United Kingdom and Channel Islands.

Notification of changes of the Privacy Notice

The JLAF reserves the right to amend this Privacy Notice at any time. Notice of any change will be posted on the JLAF's webpages and will be deemed effective upon publication.