

# BASE-UK – PRIVACY NOTICE

## GENERAL DATA PROTECTION REGULATION 2018 (GDPR)

### WHAT THIS PRIVACY NOTICE COVERS:

BASE-UK is committed to protecting your personal information. In this notice references made to “we”, “us” or “our” mean BASE-UK. This notice explains how we collect and use the personal information about you.

### WHO WE ARE:

BASE-UK is a nationwide organisation.

BASE-UK is a data controller under data protection legislation and all contact details are shown at the end of this notice.

As an organisation we act in our administration through our Administrator and, as relevant, through other officers.

### INFORMATION WE GATHER:

We collect your information in the form of your name and contact details and store it on our membership database. Your information is collected from:

- Membership application form via post or email.
- Email, post correspondence with BASE-UK.
- In person contacts with members and affiliates.
- BASE-UK social media channels.
- BASE-UK events.
- External third parties, where relevant.

### WE WILL USE YOUR INFORMATION TO:

- Administer your membership and send subscription renewals.
- Maintain relevant contact including but not limited to, sending you information about BASE-UK events and information shared between members.
- Administer committee and general meetings.
- Maintain the accuracy of your information and communicate with you for any other reasons related to your membership.
- Maintain a member directory.
- Share information with you provided by third parties.

### WHAT IS THE LEGAL BASIS OF PROCESSING YOUR DATA:

The legal basis of processing your data is “contract” as defined by Article 6 of the GDPR where processing is necessary for the performance of a contract to which the data subject is party, in this case, the contract for membership and knowledge exchange.

**WHO WILL HAVE ACCESS TO THE INFORMATION:**

The Administrator and current BASE-UK members. As part of your membership application you agree to share your contact details with other BASE-UK Members for the purpose of knowledge transfer. Your details will only be passed to other members with your knowledge at the time of contact and at no time will your details be passed to a third party without your prior knowledge and permission.

**HOW LONG WE WILL KEEP YOUR INFORMATION:**

In the absence of any legal requirements, your personal data will be retained for as long as necessary for the purpose of processing as previously listed. This means your data will be deleted if you withdraw your consent to processing or the data is no longer required or inaccurate. If you decide to cancel your membership or if your membership is lapsed/withdrawn, we will hold your information for a period which is deemed reasonable.

**HOW TO KEEP US UPDATED WITH ANY CHANGES TO YOUR INFORMATION:**

Please remember to keep us updated with any changes to the personal data we hold on you. All requests to update your personal data must be sent in writing to BASE-UK by email or post.

Failing to keep us updated with your personal data and contact details may lead to late or non-payment of annual subscriptions which would result in your membership being cancelled.

**YOUR RIGHTS:**

You have the right to:

- Update us and have any inaccuracies to your data corrected. If you would like to update the details we hold about you, please contact us using the contact details below.
- Request a copy of the personal information we hold about you. We require you to prove your identity and any request should be made in writing to the contact details shown at the end of this notice.
- Request that we delete your personal data, so it is erased from our records.
- Have the data we hold about you transferred to another organisation or individual.
- Object to certain types of processing such as direct marketing.
- Object to automated processing, including profiling.

**ENQUIRIES AND COMPLAINTS:**

Please contact us if you have any enquiries arising from this privacy notice. Where possible, please raise all enquiries in writing.

If you are unhappy with our work or something that we have done or failed to do, please inform us in writing. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint as soon as reasonably practicable.

**All enquiries, updates or complaints should be sent in writing to:**

Mrs Rebecca Goodwin, Administrator BASE-UK,  
Home Farm, Marston St Lawrence,  
Banbury, Oxon OX17 2DA

**Email:** [rebecca@base-uk.co.uk](mailto:rebecca@base-uk.co.uk)