



# **Privacy Policy**

## **1. Privacy**

The National Sprayer Testing Scheme (NSTS) respects the privacy of its members, registrants, customers and staff. NSTS aims to act consistently with the Data Protection Act 1998 and subsequent regulations such as the General Data Protection Regulations Act 2018 (GDPR).

## **2. Use of Personal Data**

NSTS may use your personal data in the following ways:

- To process membership applications, upgrades and renewal, professional registration, and other membership related matters.
- To provide you with information on beneficial products, events and services that either you have requested or which NSTS believes will be of benefit to you.
- To carry out our obligations arising from any voluntary activities entered between you and NSTS such as committee membership and branch activity.
- To notify you about any changes to NSTS services and obligations.
- To notify/amend/clarify your contact details with any employer or other third party you represent.
- To notify educational establishments and/or your employer relating to any training programme (including apprenticeships) in which you are involved.
- In relation to those using sprayer and/or spreader testing administered or provided by NSTS and those authorised by it reminders of imminent testing dates and ancillary information relating to it.
- As required by law enforcement bodies.

## **3. How We Handle Your Personal Information**

Personal information is the information that allows others to identify you. It includes your name, age, gender and contact details. It is NSTS policy that information relating to its members, registrants, customers and staff is available only to NSTS and not for direct access by third parties.

Such personal information is never disclosed to third parties save to the extent set out in this document.

## **4. Collection of Personal Information**

Generally, NSTS collects personal information directly from you. For example, we collect personal information when you:

- Deal with NSTS in person, by telephone, letter, or email
- Supply a Curriculum Vitae or Resume
- Fill out and submit a membership application form
- Submit any other information in connection with your application for membership or the purchase of products and services
- Make an enquiry via a web form or email
- Complete your subscription renewal forms
- Make a conference or event booking
- Visit our offices via the signing in book.
- Personal information about you may also be collected from a third party, for example, when NSTS receives:
- References relating to your application



## **5. Why We Collect Information**

We collect your personal information to enable us to provide various products and services and for the administration of your membership with NSTS.

## **6. What We Collect**

- The type of personal information we collect includes your title, first name, surname, gender, date of birth, nationality, qualifications, home and work contact details (phone, fax, email, street address, email address) and mailing address.
- Individuals and their employers are reminded that they are the source of the personal information held by the NSTS and need to update the NSTS with all changes relating to it.

## **7. Format of Data Collected**

The personal information NSTS collects may be in electronic format such as emails, data form entry, and in hard copy such as printed versions of information received electronically or transferred via Royal Mail or by hand.

## **8. Use and Disclosure**

NSTS policy is not to disclose any personal Information that we hold on you to any unrelated third party, except where you have given your express consent for us to do so or where required by law. i.e in the event of an emergency where evacuation of the building is necessary your details will be used for Health & Safety purposes.

Arrangements are occasionally made with suppliers of goods and services for their mailings to be sent to members. All material is carefully checked, and the mailing list is never released to third parties. These mailings are only ever included with standard NSTS and other communications sent directly from NSTS. We may use your email address to contact you about other special interest groups of the NSTS and to inform you of activities of these groups.

Delegates at NSTS events have told us that it is beneficial to see who else is attending the same event. For this reason, we make available a list of all delegates (names and job titles) to those who are themselves attending an event (the delegate list).

If you tell us that you do not wish us to use your Personal Information for a purpose, we will honour your request.

## **9. Security**

NSTS uses all reasonable efforts to ensure Personal Information provided by you is held securely.

Printed information (such as membership applications and assessments) are stored in individual members files. These are only accessible to NSTS Staff and are locked and secured outside of office hours.

Where Personal Information is used by the NSTS to assess grades of membership and professional registration, assessors are required to follow a privacy code of conduct which details the agreed NSTS requirements for information transfer, membership and registration processing, confidentiality, and final storage of records.

In the event of a member leaving NSTS membership and/or ceasing professional registration, hard copy records are maintained for seven years in line with established procedures for readmitting members following resignation or temporary suspension from membership and registration. All printed information is securely shredded once it has been deemed redundant. Contact details which are electronically held will be deleted immediately.



All NSTS computers are configured with an automatic out of office screen lock to avoid private information being viewed by others. Personal hand-held devices are password controlled and give limited access to data. NSTS staff when working out of the office are responsible for carrying out a risk assessment of data security prior to access. If data is deemed to be unsafe then working should be resumed when in a position that is secure i.e airports, trains or hotels.

The NSTS stipulates that company mobile phones are set up as password protected.

NSTS accesses your information for management, administration and registration and uses the services of approved third parties such as Mailing Houses, IT Support and Web Development services to support this activity. All third parties are required to operate in line with this Privacy Policy. NSTS adopts a Passwords Policy in line with identified best practice.

Your data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. NSTS will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy.

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted using SSL technology. Where NSTS has given you (or where you have chosen) a password which enables you to access certain parts of the Website, you are responsible for keeping this password confidential. NSTS requests that you do not share a password with anyone.

The transmission of information via the internet is not always secure. NSTS will protect your personal data in accordance with current best practice but, it cannot guarantee the security of your data transmitted to the Website; any transmission is at your own risk. Once NSTS has received your information, it will use procedures and security features to minimise the likelihood of unauthorised access.

## **10. Data Breaches**

NSTS seeks to avoid any data breaches and has put in place appropriate policies and procedures to prevent this and deal with the aftermath in the unlikely event of this happening.

## **11. Permissions**

NSTS adopts a policy of seeking Data Usage Permissions for the use of members personal information and requires them to "opt in" to receive information. These are available on-line and in hard copy. They take two forms:

- Data Usage Permissions, Terms and Conditions for the ongoing collection of permissions from established members.
- Data Protection and Privacy Permissions used at the point of membership application, professional registration and upgrade.

The permissions given by NSTS members are recorded on the central membership database and used to ensure that members confidentiality preferences are maintained.

The following words are used to collect established members permissions for the use of their data. Where needed, this statement is added to application forms and other membership related documents.

**Data Usage Permissions, Terms and Conditions**



In order that the NSTS maintains compliance with the General Data Protection Regulations (GDPR), it is necessary that we seek Data Usage Permission as defined below:

I confirm my understanding that the NSTS holds my information on a central database for administering my membership and/or professional registration and for promoting, delivering and improving my experience of NSTS and my appropriate options for products and services in accordance with my membership category or such other purposes as are described in the NSTS Privacy Policy.

I give my permission for NSTS to access my information for management, administration and registration purposes

#### Key Points

- Your information is stored securely
- You have a right to see your personal information the NSTS keeps
- Your information is only used for the purposes described above
- Your information is **never** shared with third parties for marketing purposes

**Please tick the box to confirm you have read and accepted these Data Usage Permissions, Terms and Conditions**

These words are placed at the end of all application and upgrade forms. **Do we need to include this statement at the footer of emails as a reveal/hide box ?**

#### Data Protection

I understand and consent to the information provided on this form being processed by NSTS for its sole use for promoting, delivering and improving my experience of NSTS and my appropriate options for products and services and its products and services in accordance with my membership category or such other purposes as are described in the NSTS Privacy Statement and Disclaimer.

I give my permission for NSTS to access my information for management, administration and registration purposes.

I confirm that I wish to receive notification (by post or electronic means) of NSTS products, events and services which may be of interest and benefit to me.

**Please tick the box to confirm you have read and accepted these Terms and Conditions**

#### Declaration

I declare that the statements made on this form are to the best of my knowledge true. I agree to comply with the Memorandum and Articles of Association, and associated Regulations of the NSTS. I confirm that I have not committed any offence of which NSTS would require me to give notice under its Rules of Conduct.

The Rules of Conduct, Memorandum and Articles of Association, and associated Regulations are published on the web site [www.AEA.uk.com](http://www.AEA.uk.com).

**Please tick the box to confirm you have read and accepted these Membership Terms and Conditions**



## **12. Third Party Websites**

The NSTS Website contains links to other websites. These websites are not operated by NSTS and are outside the control of NSTS. NSTS accepts no responsibility whatsoever for these websites or their contents. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that NSTS does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites

## **13. Unsubscribe Statement**

In accordance with the Data Protection Act 1998 and GDPR Act 2018, NSTS (and companies processing data on its behalf) currently hold and use data held on you for administration purposes, to keep you informed of its activities, and offer goods and services provided by the Association.

We would stress that your personal data is available only to NSTS and not for direct access by third parties. Mailing arrangements are occasionally made with third party suppliers of goods and services but all material is carefully checked, and the mailing list is never released to them.

If you wish to be removed from any of our mailing lists, please contact:

Data Protection Officer  
Agricultural Engineers Association  
Samuelson House  
62 Forder Way  
Peterborough  
PE7 8JB

## **14. General Enquiries on Data and Privacy**

If you have any questions, comments or would like further information about our privacy and information handling practices, please contact:

Data Protection Officer  
Agricultural Engineers Association