

GDPR Data Controller Statement of Purpose

Introduction:

The General Data Protection Regulation (GDPR) (EU) [2016/679](#) is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area. It also addresses the export of Personal Information outside the EU and EEA. The GDPR aims primarily to give control to citizens and residents over their Personal information and to simplify the regulatory environment for international business by unifying the regulation within the EU. It was adopted on 14 April 2016 and after a two-year transition period, became enforceable on 25 May 2018. It supersedes the [Data Protection Directive](#).

This is the Data Controller Statement of Purpose adopted by Strategic Aviation Special Interest Group of the Local Government Association (SASIG).

In order to operate efficiently SASIG needs to collect and use information about the people with whom we work, our past and present Clients. Our Clients are defined as visitors to our website, Member Authorities, Associate Member Authorities, Members of Parliament and their staff and representatives, members of Government, Local Authority Councillors, Statutory Authorities, NGOs and all other contacts that have expressed an interest in SASIG and the work it undertakes or SASIG has a working and communications relationship with.

SASIG regards the lawful and correct treatment of Personal Information as integral to our successful operation, and to maintaining the confidence of the people we work with. To this end we fully endorse and adhere to the principles of the Regulation.

Purpose:

The purpose of this Statement is to ensure that everyone handling Personal Information on behalf of SASIG is fully aware of the requirements of the Regulation and complies with data protection procedures and that data subjects are aware of their rights under the Regulation.

Scope: information covered by the Regulation:

Personal Information covered by the Regulation is essentially any recorded information which identifies a living individual. Personal Information held by SASIG will include contact information for a variety of stakeholders and some other personal details.

Responsibility for SASIG's compliance with the Regulation:

The SASIG Executive has overall responsibility for compliance with the Regulation as Data Controller.

Policy statement:

The principles of the Regulation require that Personal Information must:

- be obtained and processed fairly and lawfully
- not be used for a purpose for which it was not collected
- be adequate, relevant and not excessive for the purpose
- be accurate and up-to-date
- not be kept longer than necessary
- be processed in accordance with the data subject's rights and in ways compatible with the purposes for which it was initially given
- be kept secure and protected from unauthorised processing, loss or destruction
- be transferred only to those countries outside the European Economic Area that provide adequate protection for personal information.
- Give a copy of his/her Personal Information to any individual on request

In order to meet the requirements of the principles SASIG will:

- fully observe conditions regarding the fair collection and use of information
- meet its legal obligations to specify the purposes for which information is used
- collect and process appropriate information, and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- ensure the quality of the information used is accurate and up-to-date
- hold Personal Information on SASIG systems for as long as is necessary for the relevant purpose, or as long as is set out in any relevant contract or service agreement (implied or otherwise) with SASIG
- ensure that the rights of people about whom Personal Information is held can be fully exercised under the Regulation (these include: the right to be informed that processing is being undertaken; the data subject's right of access to their Personal Information; the right to prevent processing in certain circumstances; the right to correct, rectify, block or erase information which is regarded as wrong information)
- take appropriate technical and organisational security measures to safeguard Personal Information
- ensure that Personal Information is not transferred outside the EEA without suitable safeguards.
- ensure that any data requests from the relevant individual will be processed

SASIG responsibilities for data protection and confidential information

SASIG Executive as Data Controller ensures that SASIG Secretariat as Data Processor has exclusive responsibility for the security of data held on behalf of SASIG. SASIG Secretariat may be contacted at secretariat@sasig.org.uk

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