



## Privacy policy

The Magistrates Association (MA) is committed to respecting your privacy. This privacy policy explains how we use any personal information that we collect about you.

### Who are we?

The data controller is the MA. We are based at 10A Flagstaff House, St George Wharf, London, SW8 2LE. We can be contacted on 020 7387 2353 or at [info@magistrates-association.org.uk](mailto:info@magistrates-association.org.uk).

The MA's data protection officer is Tom Franklin, the MA's chief executive, who can be contacted at [tom.franklin@magistrates-association.org.uk](mailto:tom.franklin@magistrates-association.org.uk).

### Whose data do we hold?

The sections below cover data that we hold on:

- 1) Members of the MA
- 2) Prospective members of the MA
- 3) MA subscribers and affiliates
- 4) Website users

If you are not one of the above but believe that we hold data on you, please contact us (details above) for further information.

#### 1) Members of the MA

This section covers the information that we collect about our members and what we do with it. For the purposes of this policy, 'members' includes full (sitting magistrate) members, retired members and associate members.

### What information do we collect about you?

We collect the information about our members that is submitted to us when you join or that you provide us with subsequently, primarily contact information, your date of birth, details of your appointment as a magistrate and payment details (including gift aid declarations). We also collect details of our subsequent interactions with you, for example emails that we send you.

### What do we do with your information?

We use the information that you have provided, which is stored on our Subscriber CRM database, to deliver the membership services that the MA offers. This includes:

- 1) Providing an email newsletter, MA ENEWS, to the email address that you have provided, sent through our Subscriber CRM and Mailchimp mailing system.
- 2) Providing a magazine, MAGISTRATE, by post. This mailing is managed on our behalf by Media Shed. To facilitate this we provide them with your name and mailing address for each mailing, exclusively for this use.

- 3) Inviting you to vote in elections for the MA National Chair, Deputy Chairs and board of trustees. This process is managed on our behalf by Electoral Reform Services. To facilitate this we provide them with your name, membership number, email address and mailing address for each election, exclusively for this use.
- 4) Inviting you to relevant national events, including our AGM and annual conference and meetings of relevant MA bodies and committees.
- 5) Inviting you to relevant local events and making you are aware of local activities involving or organised by your MA branch and enabling you to vote in elections for your MA branch officers. To facilitate this, designated representatives of your MA branch are able to access your data to enable them to contact you.
- 6) Inviting you to renew your MA membership, as necessary.
- 7) Sending you other relevant communications about the MA and our work.

Please note that you can choose not to receive any of the above services by informing the MA's membership team at [membership@magistrates-association.org.uk](mailto:membership@magistrates-association.org.uk) or on 020 7387 2353.

In addition, financial information is stored separately and securely on our financial systems.

We retain this data permanently, unless you ask us to delete it.

We may contact former members within two years of the end of their membership for research or marketing purposes.

#### What is the basis for doing this?

The lawful basis for retaining and processing this information is contract, as we need to do so in order to fulfil our contractual obligation to you as a member.

## 2) Prospective members of the MA

This section covers the information that we collect about prospective members of the MA and what we do with it.

#### What information do we collect about you?

When individuals contact the MA (in person by telephone, email or letter, or through the website) expressing an interest in joining the MA, we retain the information provided.

When new magistrates are appointed, and where consent is given, we are provided with the contact details of new magistrates by the Judicial Office.

#### What do we do with your information?

When we receive this information, we write to these individuals to invite you to join the MA. If there is no further contact from you, we then contact you on one further occasion by email to invite you to join the MA.

We retain this data for six months to enable us to link new members with these initial contacts. It is then deleted.

### What is the basis for doing this?

The lawful basis for retaining and processing this information is contract, as you have asked us to provide information to you before entering into a contract with us as a member.

## 3) Subscribers and affiliates

This section covers the information that we collect about our subscribers and affiliates and what we do with it.

### What information do we collect about you?

We collect the information about our subscribers and affiliates that is submitted to us when you sign up, primarily contact information and payment details. We also collect details of our subsequent interactions with you.

### What do we do with your information?

We use the information that you have provided, which is stored on our SubscriberCRM database, to provide you with the MA's magazine, MAGISTRATE, by post. This mailing is managed on our behalf by Media Shed. To facilitate this we provide them with your name and mailing address for each mailing, exclusively for this use.

In addition, financial information is stored separately and securely on our financial systems.

We retain this data indefinitely unless you ask us to delete it.

### What is the basis for doing this?

The lawful basis for retaining and processing this information is contract, as we are required to do so in order to fulfil our contractual obligation to you as a subscriber or affiliate.

## 4) Website users

The MA's website uses cookies, which are files that are downloaded onto your computer to improve your experience. You can prevent this by adjusting the settings on your browser but be aware that disabling cookies will affect the functionality of the MA's website. Cookies cannot be used by themselves to identify you.

### How we use cookies

We use cookies for a variety of reasons detailed below.

#### *Membership*

The MA's site uses cookies to remember that you are logged in as a member. This saves you from having to enter your username and password every time you visit a page.

#### *Forms*

When you submit data through a form – such as those found on contact pages or comment forms – cookies may be set to remember your user details for future correspondence.

### *Third party cookies*

In some cases we also use cookies provided by third parties. They are:

- Google Analytics: The MA's website uses Google Analytics to help us understand how you use the site and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit.
- Embedded content: Some of the content on the MA's website is provided by third parties. This includes, but is not limited to: Google Maps for interactive mapping, YouTube or Vimeo for hosted video and Flickr for images. When you visit a page containing content from one of these sites a cookie may be set.

### Rights

Under the General Data Protection Regulation (GDPR), you have certain rights with regards to your data, including the right to access your personal data and to have inaccurate personal data rectified or completed.

The GDPR also gives you the right to object to the processing of your personal data, including the absolute right to stop your data being used for direct marketing.

### Questions and complaints

If you have any questions about this privacy policy or about how we use your personal information, please contact Tom Franklin at [tom.franklin@magistrates-association.org.uk](mailto:tom.franklin@magistrates-association.org.uk).

You have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Details are available on their website, [www.ico.org.uk](http://www.ico.org.uk).

### Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 5 November 2021. It will be next reviewed no later than 5 November 2022.