

Data Protection: How we use and store information about you

On May 25th 2018 the law changed in the UK to provide greater protection to individuals when dealing with companies or organisations that use their personal information ("data"). Tougher sanctions will apply to bodies that misuse data or do not operate adequate security measures to prevent it being stolen or misused. You may have already received letters about this from other organisations.

It has always been important to prevent others from having access to your personal information without your authority and the National Union of Mineworkers has taken great care to keep your data secure (whether on computer files or on paper). These changes to the law bring the legal protection up to date as more and more people, firms and the government transact business and communicate online.

We are writing to you to let you know how we gather data about you, what we use it for, and how we keep it safe. You will appreciate we could not run the NUM without some information about our members and staff and this remains the case. We are not seeking additional information or proposing any changes to the way your personal data is used so none of this should concern you or change your view of the union.

We will use your personal data for:

- complying with the rules of the Union
- performing the contract of employment (or services) between us;
- complying with any legal obligation; or
- if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

What Information do we hold?

The NUM holds data about you which we have collected from a variety of sources, including yourself, your employment records and from public authorities.

The personal information we hold includes your name, address, telephone number, date of birth, and your national insurance number. We need this to identify you and so we

can contact you to inform you about the benefits of remaining a member of the NUM, changes to the rules of the union, ballots etc and other trade union events and activities.

We will hold bank details so that we can collect subscriptions and pay salaries.

We also have a statutory obligation under Trade Union and Labour Relations (Consolidation) Act 1992 to record the membership figures for the union and submit these to the Certification officer annually.

If you provide us with personal data relating to another person, such as your partner, spouse, civil partner or dependants, you should ensure that the individual is aware that you are sharing their personal data with us and that they are happy for you to do so. You should also share this privacy notice with them.

What is the Union's legal position?

For the purposes of the Data Protection Act 1998 and the General Data Protection Regulations 2018 the NUM is a "Data Controller". The union, like any Data Controller, has to have a legal reason to use your personal information.

We do so to fulfil our legal obligations, to meet our legitimate interests to administer the union in the most efficient manner and to deal with any legal claims that may arise relating to your employment e.g. personal injury or welfare benefit claims.

Where sensitive personal data may be processed for research and analysis purposes, our lawful basis is where processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Does the NUM share the information it holds?

Yes but to a very limited degree. Those individuals and organisations with whom we share personal data include staff at head office in Barnsley who are responsible for the union's administration, payroll, pensions and the collection of subscriptions, the NUM legal staff, solicitors and counsel instructed to act on your behalf in connection with any legal dispute, Government agencies, including Her Majesty's Revenue and Customs and the Certification Officer,

Security and Storage

The union has measures in place to protect the security of your personal information and keep it confidential. We review these measures regularly to make sure they remain appropriate. When sharing your data with other parties we make sure that measures are in place to protect it and keep it confidential and that these third parties agree only to use the information for the purposes agreed.

Your personal information will be kept as long as it is needed for us to fulfil our obligations to you as a member, an official or an employee. When deciding how long to

keep your personal information after that date we will take into account our legal obligations and the expectations of members, former members and their families to hold the information for historical and research purposes. We may also retain records to investigate or defend potential legal claims.

Your rights

You have rights concerning your personal information including the right in certain circumstances to access, correct, delete or transfer your personal information or to restrict or object to our use of it. If you make any such request we may need to understand more about it before being able to comply, so if you would like to discuss or exercise your rights in this regard please get in touch with us.

We strongly encourage you to please let us know if your personal information changes or if you think any information we have about you may be out of date.

We hope you have found this update reassuring and helpful, but if you wish to ask any questions about it please contact us at the address shown above.