



Privacy Policy

1. Privacy

The Milking Equipment Association (MEA) respects the privacy of its members, registrants, customers and staff. MEA 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

MEA 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 MEA believes will be of benefit to you.
- To carry out our obligations arising from any voluntary activities entered between you and MEA such as committee membership and branch activity.
- To notify you about any changes to MEA 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 MEA 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 MEA policy that information relating to its members, registrants, customers and staff is available only to MEA 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, MEA collects personal information directly from you. For example, we collect personal information when you:

- Deal with MEA 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 MEA 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 MEA.

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 MEA and need to update the MEA with all changes relating to it.

7. Format of Data Collected

The personal information MEA 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

MEA 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 MEA and other communications sent directly from MEA. We may use your email address to contact you about other special interest groups of the MEA and to inform you of activities of these groups.

Delegates at MEA 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

MEA 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 MEA Staff and are locked and secured outside of office hours.

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

In the event of a member leaving MEA 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 MEA 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. MEA 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 MEA stipulates that company mobile phones are set up as password protected.

MEA 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. MEA 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. MEA 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 MEA 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. MEA requests that you do not share a password with anyone.

The transmission of information via the internet is not always secure. MEA 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 MEA has received your information, it will use procedures and security features to minimise the likelihood of unauthorised access.

10. Data Breaches

MEA 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

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

I give my permission for MEA 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 MEA 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 MEA for its sole use for promoting, delivering and improving my experience of MEA 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 MEA Privacy Statement and Disclaimer.

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

I confirm that I wish to receive notification (by post or electronic means) of MEA 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 MEA. I confirm that I have not committed any offence of which MEA 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.MEA.uk.com.

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



12. Third Party Websites

The MEA Website contains links to other websites. These websites are not operated by MEA and are outside the control of MEA. MEA 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 MEA 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, MEA (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 MEA 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