

Notice to Members & Applicants for Membership
Processing your Personal Data & Criminal Offence Data
CONSENT

A: PROCESSING PERSONAL DATA (including Criminal Offence Data):

1. The Association needs to process your personal data for documenting and vetting membership of the Association of British Investigators.
2. The vetting process includes processing criminal offence data for which the production of your Basic Disclosure certificate, no older than 12 months at the time of application for membership and every three years during your membership, is crucial to this process.
3. The Association relies on Article 6(a) (Consent) of the UK GDPR [and the condition 29 under Schedule I Part 3 of the Data Protection Act 2018 (Consent)] as the lawful basis to enable it to process criminal offence data.
4. The ABI subcontracts its administration including the processing of all data, including personal and criminal offence data, to the **ABI Secretariat Ltd.**

B: SHARING DATA:

The Association maintains a database of members and may have to pass your professional details to other persons or organisations; for example, but not conclusively:

- The Association's service providers.
- Regulatory authorities.
- Industry related organisations.
- Solicitors, insurance companies, financial institutions, other agents or private persons wishing to employ an Association member in their professional capacity.
- In order to market the Association and promote membership, the Association publishes an on-line updated Membership Directory and Register of Provisional Members, which is available publicly. The membership details are thus in the public domain by inclusion in the Directory and Register displayed on the Association's website.
- The Association will always process your personal data in accordance with the Data Protection Act 2018 and the Human Rights Act 2000.

C: CONSENTS:

As a participant in the ABI members' organisation your personal details are retained by the ABI for several reasons, primarily to administer your membership, such as subscriptions, compliance with membership criteria, including criminality, bye-laws and code of ethics, advice on industry matters and relevant practice and law, and general notifications, case assignments and warnings. This the ABI does by circular email or through the members' only email group Lists or its Newsletter. Should you wish to be included in such communications your Consent is required, which please provide as desired by completing the Table below:

Email List Database	Delete as necessary to indicate your Consent to subscribe:
Email Assignment List	YES / NO
Visible web site directory and/or register	YES / NO
ABI Newsletter	YES / NO

D: SECURITY & ADMINISTRATION OF DATA:

1. Your personal data is kept securely almost entirely in electronic format, accessible only under the direction of the Governing Council by the Secretariat, ABI Secretariat Limited and when necessary and then limited for the

- specific purpose, such as membership selection and vetting, upgrade status or discipline, with the relevant individuals serving at the time on or appointed by the Governing Council.
2. The ABI does not share your data to non-ABI third parties other than its contracted Secretariat, ABI Secretariat Ltd, without your Consent or by reason of your registration for the purpose, such as Assignment Referrals, media requests or to assist in projects.
 3. Some paper records are kept securely, such as applications for membership (until up to 24 months after membership granted or declined), historical discipline matters and accounting.
 4. Your personal data is kept in the cloud using several platforms as necessary, such as Dropbox, Xero, Mail Chimp, Smartsheet, PayPal, Eventbrite, issuu (with three forms of secure hard drive backups) in pdf, jpeg, excel or word format within documents covering:
 - a. Your membership application form and supporting documents, plus those generated in the due diligence process, that is database and internet searches, references, photographic images;
 - b. Membership and Training certificates;
 - c. Annual compliance documents, professional indemnity insurance, and information commissioner's office register entry. Any criminal conviction certificate received by the ABI is securely destroyed after inspection (unless an issue requires referral to the Governing Council member for assessment);
 - d. Complaints, if any;
 - e. Accounting records, such as invoices for subscriptions, publication sales, events and sponsorship;
 - f. Website directory profile, which for administration only also generates membership renewal and compliance documents notifications and a record of compliance documents;
 - g. Responses to Assignments posted by the Secretariat;
 - h. On-line members' surveys;
 - i. Members' email and written communications to the Secretariat or Governing Council members for a variety of good governance reasons;
 - j. Current and historical Governing Council confidential email and on-line discussions;
 - k. Registration as delegate or speaker to an ABI organised event, such as seminar, ABI Academy workshop and the AGM;
 - l. Photographic/video images captured at ABI events, live and virtual.
 5. The above records are vital to the administration and good governance of the ABI and/or the benefit of individual members or the collective membership. Your agreement to the processing of your personal data is given on completion of the application for membership form and again on the payment of your annual subscription.
 6. Unless there are exceptional circumstances, your records, save those required for accounting (up to 7 years), will be destroyed within 48 months of termination of membership.
 7. Disciplinary files will be retained for up to 6 years for example should a Complaint escalate.

E. Consent to Process Personal and Criminal Offence Data:

Name

Signed

Date

**YOU MAY WITHDRAW YOUR CONSENT AT ANY TIME BY NOTIFYING THE ABI
BY EMAIL TO Secretariat@theABI.org.uk.**

THIS MAY RESULT IN THE LOSS OF CERTAIN MEMBERSHIP PRIVILEGES.