

**NOTICE TO MEMBERS & APPLICANTS FOR MEMBERSHIP  
PROCESSING YOUR PERSONAL DATA  
CONSENTS**

A: PROCESSING PERSONAL DATA (including Criminality) - The Association needs to process your personal data for documenting and vetting membership of the Association of British Investigators. The vetting process includes processing criminal data in the request you produce Basic Disclosure no older than 12 months at the time of application for membership and every three years during your membership. The Association relies on your Consent and contractual obligations under the Byelaws to meet the conditions in the GDPR and the Data Protection Act 2018 to process (non criminal) data. *To process criminal data the Association relies on Conditions 29 (consent) and 31 (processing by a not for profit body) in Schedule 1 Data Protection Act 2018, as set out in the Criminal Conviction Certificate Policy Statement available on the Compliance & Guidance page of the ABI web site <sup>1</sup> ..*

B: The ABI subcontracts its administration including the processing of all data, including personal and criminal, to the **ABI Secretariat Ltd** and your specific Consent to this is required.

C: 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.
- We will at times process your personal data in accordance with the Data Protection Act 2018 and the Human Rights Act 2000.

D: 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 one of the two members' only Lists, ABIGroup and Assignments or its Newsletter. Should you wish to be included in such communications your explicit consent is required, which please provide as desired by completing the Table below:

Email List Database	Mark in blank area below with YES to indicate your consent to subscribe
Assignments	
ABIGroup	
Visible web site directory and/or register	
ABI Newsletter	

E: SECURITY & ADMINISTRATION OF DATA - 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

<sup>1</sup> <https://www.theabi.org.uk/about/compliance-and-guidance>

status or discipline, with the relevant individuals serving at the time on or appointed by the Governing Council. The ABI does not share your data to non-ABI third parties other than its contracted Secretariat, ABI Secretariat Ltd, without your explicit consent or by reason of your registration for the purpose, such as Assignment Referrals, media requests or to assist in project research.

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.

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:

- 1 Your membership application form and supporting documents, plus those generated in the due diligence process, that is database and internet searches, references;
- 2 Membership and Training certificates;
- 3 Annual compliance documents, professional indemnity insurance, criminal conviction certificate and information commissioner’s office notification register entry;
- 4 Complaints, if any;
- 5 Accounting records, such as invoices for subscriptions, publication sales, events and sponsorship;
- 6 Web site directory profile, which for administration only also generates membership renewal notifications and a record of compliance documents;
- 7 Responses to Assignments posted by the Secretariat;
- 8 On-line members’ surveys;
- 9 Members’ email and written communications to the Secretariat or Governing Council members for a variety of reasons;
- 10 Current and historical Governing Council confidential email and on-line discussions (e.g. Yahoo Group);
- 11 Registration as delegate or speaker to an ABI organised event, such as seminar, ABI Academy workshop and the AGM;
- 12 Photographic/video images captured at ABI events.

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.

Unless there are exceptional circumstances, your records, save those required for accounting (up to 7 years), will be destroyed within 24 months of termination of membership.

Disciplinary files will be retained for up to 6 years should a Complaint escalate to litigation.

**F. ACKNOWLEDGMENT, AGREEMENT & CONSENT**

Name .....

Signed .....

Date .....

**YOU MAY WITHDRAW YOUR CONSENT AT ANY TIME BY NOTIFYING THE ABI BY EMAIL TO [Secretariat@theABI.org.uk](mailto:Secretariat@theABI.org.uk) HOWEVER THIS MAY RESULT IN THE LOSS OF MEMBERSHIP PRIVILAGES.**