

5. Assembly Form Privacy Notice

Important notice to all R9 Assembly Attendees

This privacy notice provides information on how Region 9 of Overeaters Anonymous collects and processes the personal data which you supply when you register for the R9 Assembly and / or Convention. We process your data in accordance with the General Data Protection Regulation (EU) 2016/679.

1. IMPORTANT INFORMATION AND WHO WE ARE

Overeaters Anonymous is a worldwide fellowship, with different bodies making up the service structure to support local groups. The service structure is fully described here:

<https://oa.org/groupsservice-bodies/groups/service-structure/>

Region 9 is composed of groups, intergroups, and service boards across Europe, the Middle East, Africa, and Western Asia. Region 9 is the controller and responsible for your personal data. Our full name is 'Overeaters Anonymous Region 9'.

The Region is served by the Region 9 Service Board, and the OA Trustee for Region 9. In this notice, 'Board' should be taken to include the Trustee for Region 9. There are also three standing committees which support the Board: Translations, Public Information and the General Committee. From time to time there may be set up 'ad hoc' or temporary committees to undertake specific pieces of work. The committees are made up of one Board member, together with Regional Representatives to the Assembly, and individual OA members who offer service.

If you have any questions about this privacy notice or our data protection practices, please contact us at privacy@oaregion9.org.

2. THE DATA WE COLLECT ABOUT YOU

a) Attending the Assembly / Convention in a personal capacity

We collect your name and contact details for the purposes of distributing the Assembly / Convention business papers and communicating with you about the Assembly / Convention (both beforehand and after it has finished).

Our legal basis for processing this information is our legitimate interest in carrying out the routine administration and business of the Assembly / Convention. We keep this information for four months

after the last day of the Convention.

b) Region 9 Representative to the Assembly

Being a Region 9 Representative is a service position that Intergroups elect for varying time periods. During this time you are the contact point for your Intergroup for Region 9. Your details will be kept securely on file for this purpose, and you may be contacted by the Region 9 Service Board or R9 Committees during this time.

We also use your personal information to establish quoracy at the Assembly.

Our legal basis for processing your information is our legitimate interest in carrying out the business of the Region with elected representatives. We keep your details on file for 2 years 3 months after this assembly.

If you resign your service position and wish for your details to be deleted then please contact us at privacy@oaregion9.org.

c) Data you can choose to share

In our experience, people who attend Assembly / Convention often wish to offer wider service to the fellowship. This might be through volunteering to support a committee, or undertaking some of the work of Region 9. If you do volunteer or offer service to Region 9 in any other way then we will need to keep your contact information so that we can keep in touch with you. The legal basis on which we process this information is your consent, which you will be asked for at the time you sign up for service. Your contact information will be kept securely for five years from the closing date of the assembly and will then be deleted, unless you give further consent for us to keep it. You can also ask for your contact details to be deleted at any time.

One of the ways that you could offer service is to be a contact person within your country for OA Region 9. This would mean that members of the Region 9 Service Board or Committees would have access to the contact details that you supply, and could approach you if someone needs to get in touch with an OA member in your country / area. This might be a newcomer, or a professional. We would not pass your details on without contacting you and asking if you consent for this to happen. **If you are happy to go onto this outreach list then you should tick the question below.** We would then keep your details on the list until you tell us to remove them. You can ask for your details to be deleted at any time.

You can also choose to sign up to the Region 9 weekly announcements email list, which means that we will need to process your name and email address. **You can do this by ticking the question below.** The legal basis on which we process this information is your consent. We will keep your details on this list unless you unsubscribe. You can unsubscribe from the list at any time by clicking the Unsubscribe link at the bottom of each email.

3. HOW WE USE YOUR PERSONAL DATA

We will only use your personal data for the purposes for which we collected it as described above. Only authorised people are permitted to access your data, which is kept secure and confidential for the time period as described above, and then deleted / destroyed using secure methods.

4. HOW WE SHARE YOUR PERSONAL DATA

We do not share your data with anyone outside Region 9 OA unless you have specifically consented to this, or we are required to share the information by law.

We make use of IT tools (e.g. email, cloud hosted storage) which mean that your data is processed by third parties (e.g. Google), but we always have in place GDPR-compliant data processing agreements to protect the privacy of your data.

5. INTERNATIONAL TRANSFERS

Region 9 encompasses countries outside the European Economic Area, and so your data may be transferred outside the EEA. We need to tell you this because countries outside of the European Economic Area (EEA) do not always offer the same levels of protection to personal data, so European law has prohibited transfers of personal data outside of the EEA unless the transfer meets certain criteria.

We will only transfer your data outside the EEA on the following, lawful, grounds:

- a) The country has been approved by the EU as having an adequate standard of data protection
- b) You are a resident of a non-EEA country, and so we must process your information outside the EEA in order to communicate with you
- c) We are using a third-party data processor which stores or processes information outside the EEA (e.g. Google processes information in the US). We will only use such a processor if there are EU-approved safeguards for the security of data, e.g. the processor has signed up to the EU-US Privacy Shield, or our processing contract incorporates EU-approved Standard Contractual Clauses.
- d) You have explicitly consented to the transfer of your information, and you have been warned of the possible risks of the transfer

Important note about transfers outside the EEA under (d) above (consent):

The Region 9 Service Board may include OA members who come from areas outside the EEA, due to the

wide geographical scope of the Region. In carrying out the business of the Region the Board will need to communicate via email, and we also use a shared Dropbox folder. If a Board member receives an email containing personal data outside the EEA, or makes use of the Dropbox folder to access personal data from outside the EEA, **they will be transferring that data outside the EEA.**

Depending on the country where the Board member is based, the EU may have made a finding that there are adequate data protection standards in place. However, it is possible that the Board member is based on a country where there is no such finding.

We only share information between Board members where this is genuinely and reasonably needed to conduct the business of the Region. For example: the Secretary will access the list of email addresses in order to send out minutes, and the General Officer will use the list of people who have sign up to receive announcements in order to send them out. All Board members are bound by data protection policies, and information security policies, and will be required to delete information as directed.

In order for us to carry out the business of the Region lawfully, we need to address the possibility that your personal data is accessed by a Board member who is based outside the EEA in a country where the EU has not made a finding of adequacy. **We therefore need your consent** for your personal data to be accessed from outside the EEA. At the bottom of this form you will be asked to give your consent.

6. YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data:

- a) the right to receive a copy of the personal data we hold about you;
- b) the right to request rectification or erasure of your personal data, or restriction of processing concerning you, or to object to processing;
- c) where processing is based on consent, the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- d) the right to lodge a complaint with a supervisory authority for data protection In the UK this is the Information Commissioners Office (www.ico.org.uk).

If you would like to exercise any of these rights then please contact us at chair@oaregion9.org.

Please sign this form on the next page.

Please sign below to show that you have read and understood this privacy notice. Please contact us if you have any questions.

VERY IMPORTANT: *I consent for my data to be transferred outside the EEA between Region 9 committee members as described at paragraph 5 above.*

Outreach: *Please tick here if you would like to go onto the 'outreach' list. Your details may be shared with the Region 9 Board and Committees, but you would be contacted to ask if you consent for them to be given to anyone else.*

Announcements: *Please tick here if you would like to be added to the Region 9 weekly announcements email list.*

Signed: Date:

Name: