



LARAC GDPR System

Organisations details

LARAC Limited (known as LARAC) is a membership organisation and a trade association.

Company number: 13227697

Company name: LARAC Limited (the "Company")

Address:

First Floor

Templeback

10 Temple Back

Bristol

BS1 6FL

The organisation has services provided by three members of staff.

LARAC is a controller and processor of personal data related to the activities it undertakes as a trade association.

LARAC believes it does not undertake processes or collect such data that require the formal appointment of a data protection officer.

LARAC is classed as a "micro business" in relation to the fee applicable as a data controller.

Information LARAC hold

We process personal information to enable us to provide our services as a trade association which includes administering membership records, promoting our services, maintaining our accounts and records and supporting and managing our employees. We also process personal information in the course of selling, hiring or exchanging it.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- goods and services
- membership details
- details of complaints
- financial details
- employment details



We also occasionally process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- trade union membership
- religious or other beliefs of a similar nature

Who the information is processed about

We process personal information about:

- members and supporters
- employees
- customers and clients
- professional advisers and consultants
- complainants and enquirers
- suppliers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- current, past and prospective employers
- other members
- suppliers and service providers
- financial organisations
- central government
- family, associates and representatives of the person whose personal data we are processing

Where information is held

Information is held in one of three offices or electronically. Data held electronically is only accessible by three employees of LARAC via industry standard security measures.

How information is gained

Personal information is gained through membership activities and information is provided direct from the individual concerned. This could be verbally via telephone or electronically via email.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of relevant legislation.



Lawful Basis for Processing Personal data

LARAC collects and hold personal information because it has a legitimate interest to do so as a membership organisation providing services to those members.

Legitimate Interests Assessment

Purpose Test

1) What is the purpose of the processing operation

The purpose is to assist in the provision of membership services to the members of LARAC, such as communications, website access, information provision and sharing, gaining member views on consultation responses and conference related activities. But not solely limited to this list.

2) Is the processing necessary to meet one or more specific organisational objectives?

Collecting and holding personal data LARAC will assist in achieving the aims and objectives of the organisation as outlined in the LARAC Constitution and Articles of Association:

The objects of LARAC are to:

- (a) to represent the views of local authorities and local authority officers, on waste management and related environmental services, to Governments and all appropriate sectoral interests;
- (b) to provide and exchange information between local authorities and others;
- (c) to contribute to the development of policy and best practices;
- (d) to otherwise (and as far as possible) influence UK waste policy for the benefit of our members in a manner which advances the waste and resource industry;
- (e) to provide membership services in a cost-effective and best-quality manner so that our members are well informed; and
- (f) to arrange, provide and manage local authority national waste conferences to aid information dissemination and promotion of good practice within local authorities.

Aims

To influence UK waste policy for the benefit of our members in a manner which advances the waste and resource industry; to provide membership services in a cost effective and quality manner so that our members are well informed and to provide premier local authority national waste conferences that act as a catalyst for information dissemination and promotion of good practice within local authorities. To influence UK waste policy for the benefit of our members in a manner which advances the waste and resource industry; to provide membership services in a cost effective and quality manner so that our members are well informed and to provide local



authority national waste conferences that act as a catalyst for information dissemination and promotion of good practice within local authorities

3) Is the processing necessary to meet one or more specific objectives of any Third Party?

The processing of data allows EMG to undertake their activities as official Conference organiser of LARAC Conferences that are provided to members and others. LARAC members received free or reduced rate places at these conferences and is considered a benefit to them of being a LARAC member.

4) Does the GDPR, ePrivacy Regulation or other national legislation specifically identify the processing activity as being a legitimate activity, subject to the completion of a balancing test and positive outcome?

LARAC is not aware that this situation exists.

5) Why is the processing activity important to the Controller?

Without the processing of information LARAC could not undertake its core activities of providing membership services in an effective manner. For example, access to the members only part of the website would not be possible to administer, communications would not be delivered to members and information that enables LARAC to undertake its lobbying activities would not be possible.

6) If applicable, why is the processing activity important to Third Parties the data may be disclosed to?

Any disclosure to third parties is linked to and in support of the membership services that LARAC provides. The main example of this is provision of information to EMG for the provision of LARAC Conferences. Without disclosure of information LARAC members would not be able to access free or reduced rate places at these conferences.

Necessity Test

1) Is there an alternative way to achieve the objective without conducting this processing activity?

LARAC believes that there is not an alternative way in which to achieve the objective without the collection of personal data.

Balancing Test

1) Would the individual expect the processing activity to take place?

The individual would reasonably expect personal information to be processed as part of the operations of a membership organisation. This need is made clear before a member joins LARAC and personal information is requested directly from the individual whose information is held. Records of this process of gathering information are kept as part of the process for a new member joining LARAC.

2) Does the processing add value to a product or service that the individual uses?



Processing information allows an individual to access the full range of LARAC membership benefits, including but not limited to, regular ezine newsletters, members only discussion forum and information hub on website, reduced rate or free conference places.

3) Is the processing likely to negatively impact the individual's interests and/or rights?

LARAC does not consider that the processing of data will have a negative impact on an individual's interests or rights.

4) Would the processing limit or undermine the rights of individuals?

LARAC operates in an open and transparent manner and does not consider that the rights of individuals will be limited or undermined.

5) Is the processing likely to result in unwarranted harm or distress to the individual?

LARAC does not consider that the processing is likely to result in unwarranted harm or distress to an individual.

6) Would unwarranted harm or distress to the individual occur if the processing did not take place?

LARAC does not consider that would occur.

7) Would there be a prejudice to Data Controller if processing does not happen?

LARAC would be unlikely to fulfil membership services that a member would reasonably expect and as are currently outlined if the processing did not happen. LARAC would not be able to undertake its stated objects if the processing did not happen.

8) If applicable, would there be a prejudice to the Third Party if processing does not happen?

If the processing did not take place it would impact on the ability of EMG to provide suitable conferences for LARAC members. This could have a commercial impact on both them and LARAC which could result in the withdrawal of reduced rate and free places for members at LARAC conferences.

9) Is the processing in the interests of the individual whose personal data it relates to?

LARAC considers it is in the interests of the individual whose data is being held and processes as they benefit from the membership services of LARAC. This allows them to undertake their job more effectively and also enables them to engage in personal development that could assist in their future career.

10) Are the interests of the individual aligned with the party looking to rely on their legitimate interests for the processing?



As outlined above the interests of the individual and LARAC are aligned and are mutually beneficial. LARAC can develop as an organisation by processing data on individuals and the individual benefits from the membership services and also these services are likely to develop as LARAC itself develops.

11) What is the connection between the individual and the organisation?

Individuals will be one of the following:

- Current member
- Previous member
- Employee of a local authority with a waste function that is not a member
- A current or previous LARAC Scholar
- Existing LARAC Partner
- Previous LARAC Partner

12) What is the nature of the data to be processed? Does data of this nature have any special protections under GDPR?

No information under Article 9 is processed by LARAC.

The types of information that is processed includes:

- personal details
- goods and services
- membership details
- details of complaints
- financial details
- employment details

13) Is there a two-way relationship in place between the organisation and the individual whose personal information is going to be processed? If so how close is that relationship?

For an individual who is a member of LARAC the relationship between them and LARAC is ongoing and regular contact is maintained between the two. Where an individual is with another category there is still a two-way relationship, but it will be less frequent if still ongoing, i.e., contact may only be annually.

14) Has the personal information been obtained directly from the individual, or obtained indirectly?

Information has been directly obtained from an individual whose data LARAC holds and processes.

15) Is there any imbalance in who holds the power between the organisation and the individual?

As a membership organisation LARAC has to take account of and is ultimately controlled by its members. LARAC will design and instigate systems it feels are needed



to undertake activities on behalf of members and does not refer these back to members however the members agree the Constitution that LARAC operates under.

16) Is it likely that the individual may expect their information to be used for this purpose?

Yes, it is likely that the individual would expect that information to be used for the purposes it is.

17) Could the processing be considered intrusive or inappropriate? In particular, could it be perceived as such by the individual or in the context of the relationship?

The processing is unlikely to be perceived as intrusive or inappropriate. It is used in connect to the provision of membership services that the individual is aware of and expects as part of the membership of LARAC. Any disclosure of data would relate to a membership service that it is reasonable to expect LARAC to provide.

18) Is a Fair Processing Notice provided to the individual, if so, how? Are they sufficiently clear and up front regarding the purposes of the processing?

Notice is provided to an individual when they sign their authority up to become a member of LARAC or become a LARAC Partner. This is normally done via email request for details that are needed for LARAC to undertake membership activities.

19) Can the individual, whose data is being processed, control the processing activity or object to it easily?

Yes – as part of the initial signing up process an individual can influence or object to the data that is being processed. This may however, impact on the ability of LARAC to undertake full membership services for the authority the individual works for.

20) Can the scope of the processing be modified to reduce/mitigate any underlying privacy risks or harms?

Risks are already low in the current process, and this will be kept under review and changes and enhancements made if they reduce risks to individuals further.

Privacy Policy

The LARAC Privacy Policy is available on the LARAC website and was last updated in October 2022.

Data Protection Impact Assessment

LARAC considers that types of data, the method of collection and processing and the uses of that data are such that there is not a high level of risk to the individuals involved. As a result, it has not at this stage undertaken a DPIA.

