



HUNSTANTON & DISTRICT CIVIC SOCIETY

Registered Charity 1101087

Website : www.hunstantoncivicsociety.org.uk

Data Protection Act 1998 and General Data Protection Regulation (EU) 2016/679

PRIVACY NOTICE

What information do we hold?

The following information, if provided, is held by the Society's Honorary Treasurer, Honorary Secretary and Membership Secretary. Items marked with * are held by the Heritage Centre Rôta Coordinator and can be made available to Committee members who may need the information to allow them to carry out their duties.

- Your name(s) *
- Your postal address and postcode *
- Your email address(es) *
- Your telephone number(s) *
- Your membership status
- Your Gift Aid Declaration (if applicable)
- Your method of payment for your membership subscription (no bank account details stored)
- Your date of joining / renewal.

What do we use it for?

Your details are used to administer the operations of the Society, share information with you about the Society, provide you with related news and upcoming events, to make requests for support, to promote our activities, send out Membership Renewal documentation, chase up membership, advise about other activities and information related to the Society and for when the Society needs to contact you for any administrative matters. We also use hard copies of limited information (some or all of those marked with * above) about you for checking off attendances at monthly talks and details of members and other volunteers for organisation of rôta at the Heritage Centre. We only use your personal data for matters as listed and will not disclose any information to a third party without your permission.

If you have declared that we can claim Gift Aid on your contributions to the Society, your name and address are used for reclaiming tax from HMRC.

Where do we hold it and who can access it?

Where your information is stored electronically, access to it is password protected and our membership database is encrypted. Your details are accessible by the Honorary Treasurer, Honorary Secretary, Membership Secretary and, in respect of items with *, by the Heritage Centre Rôta Coordinator and to other Committee members who may need the information to allow them to carry out their duties. The nominated Data Protection Officer is the Honorary Treasurer who will ensure all matters relating to the General Data Protection Regulations, including any data breaches reported to him, are dealt with in accordance with the Regulations.

Methods of communication

Communications with members or volunteers can be processed by either written or computer-printed letters or documents addressed and posted to your nominated postal address or alternatively by email to your nominated email address or verbal communications can be made by telephone call to your nominated telephone number. Emails sent out en-bloc to groups of members are normally sent out 'blind copy' so that other recipients to the email do not have sight of other members email addresses.

For how long do we hold your information?

Unless you specifically request it to be deleted, we will hold the information you supply to us for a maximum of 5 years after the expiry of your membership at which point we will erase and delete any details we hold except to the extent that they are required for legal, accounting or tax purposes.

Who to contact if you want to confirm, change or remove your information from our records

You can change or withdraw your permission to storage, processing and use of all or any specific elements of your data at any time by e-mailing treasurer@hunstantoncivicsociety.org.uk or by post to Hon Treasurer whose address can be found on our website (see above). You should also use either of these methods for making any changes to the information we hold about you. Under the new GDPR, we have the right to take up to 30 days to change or remove this information.

April 2018