

# Addingham Civic Society



## Privacy Policy

### General Data Protection Regulation (GDPR)

effective 25th May 2018

#### **Purpose of the Policy is to clarify:**

- How we ensure that members understand and have a say in what personal data we collect and store and how that data is used.
- How we collect, store and manage the data.
- How we ensure that the data is safe.

#### **What is 'personal data'?**

In this context, personal data is any information about you which allows us to identify you.

The Society keeps the following personal data about you:

- Your name and title
- Your address
- Your phone number and/or mobile phone number where you have provided one
- Your email address where you have provided one
- Details of membership subscriptions you have paid
- Details of any Gift Aid authorities you may have signed
- How you want your Newsletter delivered
- If you have stated that you want to assist the Society with its activities.
- The date you became a member of the Society
- In addition, we may have retained emails that you have sent us to ask questions about the Society and its activities.
- Photographs taken at the Society's events may capture your image. These photographs may be used to promote the Society in newspapers, the Society's Website, Facebook page or Twitter account. Photographs which include children will not be used without the permission of the child's parent or guardian.

#### **How we store personal data**

Your personal data is stored on computers operated by Trustees of the Society on a need to know basis: that means information is usually only held by the Chairman, Treasurer, Vice Chairman, Membership Secretary and by our Website Manager who is a member of the Society. Other Trustees who manage specific groups or events may need to access your contact details, but this would only be with your permission.

Membership records are stored securely. They are encrypted where necessary, password protected and regularly backed up on a data stick, a stand-alone hard drive or 'in the cloud'. We use Mailchimp the World's largest Marketing Information platform and as far as the Society is concerned we only use Mailchimp to hold our Members' name, email address and date added for the purpose of sending out the Society's Newsletters and other electronic communications from time to time. The application is free of charge. Mailchimp is fully GDPR compliant.

Some of our records, such as membership forms and Gift Aid authorities, are also retained in paper format and are held under lock and key by the relevant Trustee.

### **How long we keep data**

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details and Gift Aid authorities will be retained for as long as you are a member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income or applications for Gift Aid.

### **How we use data**

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events.

As we do now, we may occasionally also tell you about events organised by others that we think may be of interest to members but we will not pass on your information to third parties without your permission unless we are required to do so in law.

### **Your rights**

You have a right to ask us what information we hold about you at any time. You can do this by writing to us at our postal address as shown below or by emailing us at [secretary@addinghamcivicsociety.co.uk](mailto:secretary@addinghamcivicsociety.co.uk)

You also have the right at any time to correct any information we hold about you which is incorrect or out of date.

You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us and its purpose even after your membership terminates, as explained above.

### **How we will contact you**

At the moment, when you join the Society, we add your name to our mailing lists and then keep you informed of the Society's activities. As a minimum, we will continue to contact you about your membership of the Society and to remind you of when your subscription is due. In addition, we will continue to tell you about our events and activities unless you ask us to stop.

We will also continue to tell you about Civic Society related events organised by other organisations within the movement such as Civic Voice, the Yorkshire and Humber Association of Civic Societies (YHACS) and other Civic Societies in the local area.

We may also inform you about events and activities organised by other organisations in and around Addingham where we think the events will be of interest.

We will use our judgement and discretion to decide which events not organised by the Society to tell you about.

We will contact members via the method requested. Typically, this will be by email (if you have provided us with an email address) or by post. People who have provided us with an email address will receive information from us more frequently than people who have only provided us with a postal address. (This is based primarily on the costs of printing and delivery but can also be due to the fact that we sometimes receive information at very short notice and there is insufficient time to issue

post/hand delivered communications to members.)

We may need to contact you by telephone but this would usually only be to let you know about late changes to our events where an email or communication may not reach you in time.

### **How members contact the Society**

For more information, to change or update your details or to register a concern contact: [secretary@addinghamcivicsociety.co.uk](mailto:secretary@addinghamcivicsociety.co.uk)

Or write to the Secretary at: 9 Main Street, Addingham LS29 0PD

A copy of the ACS Privacy Policy can be found on the Civic Society website.

Policy Agreed at Addingham Civic Society Trustees' Meeting 17th of April 2018

Signature: Jim Robinson

Position: Chairman

Date: 17th of April 2018

Policy Review: Minor changes agreed at the Trustees' Meeting on 13<sup>th</sup> April 2021

Signature: *J Robinson*

Position: Chairman

Date: 13<sup>th</sup> April 2021