**The Aldeburgh Society**

**Privacy Notice**

**What personal data does the Society collect?**

The data we collect includes members’ names, addresses, email addresses, phone numbers and bank account details. We collect this data directly from our members when they join the Society.

**What is this personal data used for?**

We use members’ data for matters relating to the administration of membership including payment of subscriptions, the communication of information about the Society’s activities and events and matters directly related thereto.

**Who is your data shared with?**

Members’ personal data is not passed by us to any other entities or individuals without the specific consent of the members concerned.

**Where does this data come from?**

Data for most of our members comes from them when they join the Society or when they update their information.

The information may be updated by the Society if considered necessary for administrative purposes. Any such amendments will be notified to the Society’s committee members either by email or at the next committee meeting.

**How is your data stored?**

Data is mainly stored on the personal computers of the Society’s committee members and in the form of written documents stored at the homes of committee members. All data stored on computers is password protected.

**Who is responsible for ensuring compliance with the relevant laws and regulations?**

Under the GDPR (General Data Protection Regulation) the Society does not have a [statutory requirement to have a Data Protection Officer](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-officers/). The person who is responsible for ensuring the Society discharges its obligations under the GDPR is the Chair.

**Who has access to your data?**

Members of the committee of the Society have access to members’ data in order for them to carry out their legitimate tasks for the Society.

Sub-contractors of the Society may be given access to data for specific tasks, such as sending mailings. This will not include financial data. They are not permitted to use it for any other purpose.

**What is the legal basis for collecting this data?**

The Society collects personal data that is necessary for the purposes of its *legitimate interests* as a membership organisation. For some data, such as that relating to financial matters, the basis for its collection and retention is to comply with our legal obligations.

**How you can check what data we have about you?**

If you want to see the basic membership data we hold about you, you should contact the Membership Secretary.

You can contact us with a “[Subject Access Request](https://ico.org.uk/for-the-public/personal-information/)” if you want to ask us to provide you with any other information we hold about you. We are required to provide this to you within one month.

There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.

**Does the Society collect any special categories of personal data?**

The GDPR refers to sensitive personal data as “special categories of personal data”. We do not routinely record any such personal data. We will only record the disabilities of members who have explicitly requested it to be recorded for the purpose of ensuring they have access to meetings and activities organised by the Society. If you wish to change this data on your record you can do so at any time by contacting the Membership Secretary.

**How can you ask for data to be removed, limited or corrected?**

There are various ways in which you can limit how your data is used.

If you wish you could become an “anonymous” member. This would involve you having a pseudonym to enable us to contact you with details about events and activities arranged by either the Society or in association with the Society.

You could maintain your Society membership with your correct name but with limited contact details. However, we do need to have at least one method of contacting you such as an up-to-date email address.

You may choose not to receive information from the Society by post or email relying instead on the Society’s website for this information

Any of these options can be implemented for your Society membership by contacting the Membership Secretary.

**How long we keep your data for, and why?**

We normally keep members’ data after they resign or their membership lapses for a period of no more than seven years to enable us to provide evidence to HMRC on any claims for Gift Aid. However, we will delete any former member’s contact details entirely on request except to the extent we are required to legally retain the information.

**What happens if a member dies?**

We normally keep members’ information after they die for a period of no more than seven years to enable us to provide evidence to HMRC on any claims for Gift Aid. If requested by the former member’s next-of-kin to delete it we will do so on the same basis as [when requested to remove data by a former member.](#Eleven)