

THE MARCHAM SOCIETY
General Data Protection Regulations
Privacy Policy

About this policy

This policy explains when and why the Marcham Society collects personal information about our members and how we use it; keep it secure and the Society member's rights in relation to it. This includes prospective and past members. We will collect, use and store personal data, as described in this Data Protection Policy when people engage in activities with the Society. Normally this will be simply through membership enrolment.

We reserve the right to amend this Data Protection Policy from time to time without prior notice. It will also be reviewed annually. You will be informed of any changes and are advised to check our Society Website regularly for any amendments: <http://www.marchamsociety.org.uk>

Responsible person

For the purposes of the GDPR, the Society Membership Secretary will be the "controller" of all personal data that is held about members and others. The Membership Secretary is responsible for making sure the Society complies with the General Data Protection Regulation (GDPR) which has applied since 25 May 2018. He will review personal data every year to establish whether the Society is still entitled to process it or not.

Member's rights

You have rights under the GDPR:

- To access your personal data
- To be provided with information about how your personal data is processed
- To have your personal data corrected
- To have your personal data erased
- To object to or restrict how your personal data is processed

For more details, please address any questions, comments and requests regarding the Society's data processing practices to the Membership Secretary.

Specific use and sharing of personal information

Your personal data (name, address, telephone number and email address) will only be used for the purposes of membership management (renewals etc.) Your email and telephone numbers may be used for communication to keep you informed of news and any future events. Group email communications will ensure that your personal address is blind copied and not visible to other members.

The Society will not share your personal data with any third party or organisation. Your personal data will not be given to anyone else and will only be passed to someone else with your permission.

Retention of information by the Society

Your personal information will not be retained any longer than necessary and the Society's membership lists will be reviewed annually to ensure they only hold relevant current information. Errors will be corrected.

Security

Any personal information will be kept in a digital database under secure password and it will only be accessible to the Membership Secretary and the Chairman. All personal correspondence and paper copies of enrolment forms will be held with appropriate security.

The Society will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner (www.ico.gov.uk).