



DATA PROTECTION POLICY

THE ALTON SOCIETY

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone, or in conjunction with any other information in the data controller's possession or likely to come into such possession. The data we hold about an individual is their name, address, email, (telephone number if provided), note of relationship if any to other Alton Society member, date of joining and or leaving and subscription records. The processing of personal data is governed by the General Data Protection Regulation (GDPR) and also by the Privacy and Electronic Communication Regulations (PECR).

2. Who are we?

The Alton Society through its Officers and Committee, holds some personal data concerning every member and is the data controller, as defined by the Regulations. This means it decides how your personal data is processed by us and for what purposes.

3. What is the legal basis for processing your personal data?

- The Alton Society can claim under the new Regulation (GDPR) that, since you applied for membership, it has a legitimate Interest in holding details of your postal address and personal data for the purposes of keeping you informed about news, events, and activities, process your subscriptions and gift aid donations.
- However, your explicit consent is required for the Alton Society to hold and use your email address or telephone number for these purposes, under the existing Privacy and Electronic Communications Regulations (PECR).
- Processing of personal data carried out by the Alton Society relates only to members or former members (or those who have regular contact with it in connection with those purposes).
- There is no disclosure to a third party without consent.

4. How do we protect and use your personal data?

The Alton Society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To inform you of news, events, and activities

- To maintain our own accounts and records (including the processing of gift aid applications);
- To fundraise and promote the interests of the charity;

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Alton Society for purposes connected with the activities of the Alton Society. We will only share your data with third parties outside the Alton Society with your consent.

6. How long do we keep your personal data?

We keep your personal data for as long as you remain a member of the Alton Society and no longer than reasonably necessary after you cease to be a member, for example we retain gift aid declarations and associated paperwork for seven years after the end of the tax year to which they relate.

7. Your rights

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Alton Society holds about you;
- The right to request that the Alton Society corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Alton Society to retain such data;
- The right to withdraw or change your consent to the Alton Society holding and using your data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this statement of data protection policy, then we will provide you with a new statement of data protection policy explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Membership Secretary of the Alton Society. Contact details in the covering letter or email.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or by post at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.