

The East Bergholt Society

Privacy Notice

Our Intent. We are committed to safeguarding the privacy of our members. The Society will only use the information that we collect about you lawfully and in accordance with the Data Protection Act 1998 (the “Act”).

Changes to Data Protection Legislation. Data Protection legislation and the Act is currently changing. The introduction of the EU’s General Data Protection Regulations (GDPR) and the new British Data Protection Bill that will replace the Act and is currently passing through Parliament is the basis for these changes. This Privacy Notice is intended, therefore, to comply with the Act and GDPR but may change over time.

Member’s Terms & Conditions. This Privacy Notice forms part of the Terms & Conditions for being a member of the Society. In legal terms, members are “Data Subjects,” i.e. “you.” The formal mechanism for members to raise concerns regarding the processing of personal data is primarily to email: The Secretary, secretary@eastbergholt.org or by post to Patricia Wright, Riber House, Rectory Hill, East Bergholt, CO7 6TH.

Purpose of Processing Personal Data. We collect personal data primarily to advise our members of activities (by the Society or by, for example, our Parish council, other local authorities or bodies such as the Suffolk Preservation Society) and relating to our published aims. This may include raising funds via subscriptions or charges to enable us to hold events or functions.

Lawful Basis of Processing Personal Data. The lawful basis of processing your personal data is as follows:

Categories of Personal Data Processed. The information we hold should be accurate and up-to-date. The personal information which we hold will be held securely in accordance with our internal data protection and security policies. The type or categories of personal data we will collect about you includes your:

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- Name
 - Postal address
 - Email address
 - Mobile, and/or landline number
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Minutes of meetings and records of decisions may include your name and other information about you.

Category of Recipients of Personal Data. Your name and contact details will only be used internally within the Society.

Transfer of Personal Data Outside the EEA (European Economic Area).

Personal data will not be transferred outside the EEA.

Sensitive Personal Data. We will never collect sensitive personal data about you without your explicit consent and a clear explanation as to why it is required.

Sale or Passing of Personal Data to Third Parties. We will never sell or pass your personal data to any commercial or charitable organisation.

Retention of Personal Data. We will retain your personal data as follows:

Information Held Under Consent. Whilst you are a member of the Society. Upon leaving, we will continue to hold your name and relevant details to support our historical records.

Data Subject's Rights. Under the Act and even more so under the GDPR, you have a number of Rights which we have outlined below:

Right of Access. You are entitled to access your personal data so that you are aware of and can verify the lawfulness of the processing. This is achieved through the mechanism of a Subject Access Request (SAR) and you have the right to obtain:

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- Confirmation that your data is being processed (held)
 - Access to your personal data (a copy) and
 - Other supplementary information that corresponds to the information in this privacy notice.
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Identify Verification. To protect your personal data, the Secretary will seek to verify your identity before releasing any information, which will normally be in electronic format.

As a member this will normally be a simple process, however if the SAR is made from a member living overseas, or former member, or by the relative of a deceased member, then additional verification steps are likely.

Right of Rectification. You are entitled to have personal data rectified if it is inaccurate or incomplete. The Secretary will respond within forty days of your request. In the event no action to the request for has been taken, we will inform you of your rights to complain or seek judicial remedy.

Right of Erasure. You may request the deletion or removal of personal data where there is no compelling reason for its continued processing. The Right to Erasure does not provide an absolute '*right to be forgotten*'. However, you do have a right to have personal data erased and to prevent processing in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed
 - When you withdraw consent
 - When you object to the processing and there is no overriding legitimate interest for continuing the processing
 - The personal data was unlawfully processed
 - The personal data has to be erased in order to comply with a legal obligation
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Right to Restrict Processing. Under the Act, you have a right to '*block*' or suppress processing of personal data. The restriction of processing under the GDPR is similar. When processing is restricted, the Secretary is permitted to store the personal data, but not further process it. In this event exactly what is held and why will be explained to you.

- **Right to Object.** You have the right to object to: Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
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Patricia Wright
Hon Secretary May 2018
secretary@eastbergholt.org
