

THE ARBORFIELD LOCAL HISTORY SOCIETY: DATA PRIVACY NOTICE

Introduction

THE ARBORFIELD LOCAL HISTORY SOCIETY ("We") are committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

1. Definitions

The definitions of the following words and phrases are given in Appendix 1 at the end of this notice – Data controller – Data processor – Data subject – Personal data – Special categories personal data – Processing – Third party.

2. Who are we?

THE ARBORFIELD LOCAL HISTORY SOCIETY ("the Society") is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are set out in Appendix 2.

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes –

- To keep members and other interested parties informed of all activities of the Society and other matters relevant to its objects (see Paragraph 5).
- To keep records of subscriptions paid and other transactions between the Society and its members, and other participants.

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

Personal data: Name – Address – Telephone number – email address – membership category.

We have obtained your personal data from your original, supplementary or renewal membership application forms and NOT from any publicly accessible source.

5. What is our legal basis for processing your personal data?

a) Personal data (article 6 of GDPR)

Our lawful basis for processing your general personal data:

Processing necessary for the purposes of the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests or fundamental rights or freedoms of the data subject.

Basis A. To promote the objects of the Society, namely, the study, sharing and recording of the history of Arborfield and neighbouring villages, and B. to support the administrative and accountancy requirements of the Society to ensure continuity and efficiency.

b) Special categories of personal data (article 9 of GDPR)

We do not process special categories personal data.

More information on lawful processing can be found on the [ICO website](#).

6. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with any third party.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary to fulfil the purposes for which we are processing your information. At the end of that retention period your data will be deleted.

Where you are a member, we would normally keep your information for the duration of your membership and then a period of up to one year after you cease being a member.

8. Providing us with your personal data

We require your personal data (to the extent listed in paragraph 4) as it is necessary for the effective administration of the Society.

9. Your rights and your personal data

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 the personal data which we hold about you;
- The right to request that we correct 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 to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- 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 object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

10. Transfer of Data Abroad

We do not transfer personal data outside the EEA.

11. Automated Decision Making

We do not use any form of automated decision making in the Society.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

13. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

14. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our DATA PROTECTION OFFICER; details in Appendix 2.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](#) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

APPENDIX 1: DEFINITIONS

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example, name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

APPENDIX 2: CONTACT DETAILS

The role of DATA PROTECTION OFFICER is shared between the Society's current TREASURER and MEMBERSHIP SECRETARY.

For the year commencing 1st April 2018 their contact details are –

<u>Committee position</u>	<u>Name</u>	<u>Address</u>	<u>email</u>	<u>phone</u>
Treasurer	Ian Potts	18 Russley Green, Wokingham RG40 3HT	ianwpotts@gmail.com	0118-977 1852
Membership secretary	Ray Hill	12 Melrose Gardens Arborfield X RG2 9PZ	rayhill@aol.com	0118-976 0784