

The Henleaze Society – Privacy Policy

Who we are

The Henleaze Society is a charity registered with the Charity Commission for England and Wales - number 269072. Our website address is <https://henleazesociety.co.uk>.

Members' Privacy under the General Data Protection Regulation (GDPR)

The Trustees of The Henleaze Society (THS) have prepared the following updated statement to meet the requirements of the UK's revised data protection laws which came into effect on 25 May 2018. (The GDPR forms part of the data protection regime in the UK, together with the Data Protection Act 2018). The Statement relates to members' privacy rights.

In this Statement we (the Trustees of THS) set out how THS will process the personal information you, our members, provide to the Society. This information is referred to in the rest of this statement as "your data".

The Trustees of THS are the Data Controllers and Processors. We can be contacted by writing to Roger Sturge (Secretary) at 10 Carmarthen Road, Bristol, BS9 4DU or by emailing to ths.newsletter@gmail.com.

The legal basis for us holding and processing your data is mainly that we have a legitimate interest (as defined in the 2018 General Data Protection Regulation) to do so for the purposes outlined below. We also have a legal obligation to hold certain data for accounting and tax purposes.

The principal purpose for holding your data is to record which households are members of the Society so that members may receive our Newsletters, any ad hoc update emails (e.g. reminders about THS events), including information of interest about Henleaze and the surrounding area. In addition, much of your data is necessary to manage and account for our membership fees.

The data we hold includes your names, addresses and details of your membership subscriptions paid. Some members have voluntarily also provided telephone numbers and e-mail addresses. Having your telephone number and/or email address helps THS to contact you quickly and efficiently if a need arises – e.g. cancellation of an event. In addition, if you opt to pay subscriptions by Standing Order, or you sign a Gift Aid declaration in respect of donations to THS, we will need to hold additional information. We also record when members have opted to take part in any events we arrange.

We will not normally pass your data to anyone outside of THS without your written permission, although we may need to share lists of members' names attending events we organise with our suppliers. Your data will only be available to THS' trustees and some limited data will be provided to our member volunteers who deliver our Newsletters, and any other THS correspondence, to you.

We hold your data securely in our computerised databases. We also keep paper copies of Standing Order instructions and Gift Aid forms. If you leave the Society, your data will be moved to an archive database for no more than ten years but your details can be removed earlier at your request (subject to any data we are required to keep under accounting and tax legislation).

You have the right to a copy of any data THS holds about you. If the data we hold is incorrect or inappropriate, you may ask us to correct it, object to us holding it, require us to remove it, or require us to limit how we use it.

In addition to contacting THS, further information about your data protection rights can be found from the Information Commissioner's Office, call 0303 123 1113 during office hours or visit the website www.ico.org.uk/for-the-public/.

Members/Non-members

Further to a new website being made publicly available in September 2020, the following paragraphs have been added to THS' Privacy Policy; they apply to both members and non-members who use the Society's website.

What personal data we collect and why we collect it

We do not collect any personal data via this site except for any that you voluntarily give whilst using the "Contact Us" forms (see below). That data is used only to enable us to provide a suitable response to your contact submission.

Legal basis for processing

In contacting us you are consenting to the processes as described in this policy. The legal basis for processing your data is therefore GDPR 6(1)(a) – Consent of the data subject.

Contact forms

When you use either of our website contact forms, an e-mail is generated to the appropriate mailbox. That e-mail contains any information you fill in on the forms, which may include personal data. We will retain that e-mail and therefore any included data for no more than 6 months to enable us to respond appropriately to you and to deal with any follow-on correspondence. That data will be held under the terms of our overall Privacy Policy covering both members and non-members.

Cookies

Most websites now place small data files on your computer or mobile phone, known as cookies. Many of these are necessary for the website to operate properly. Our site uses the cookies that are necessary to manage the site's operation and your visit efficiently. The Society does not use cookies to record or track any data of people visiting the site.

If you do not want to share your browsing activities on our site with other organisations, you can install opt-out browser plugins. You can manage how cookies are handled in your browser or device by using its settings.

Our site is hosted by Siteground, via our website developers, InterWeb Solutions. You may also wish to review their respective Privacy Policies for information on their cookie policies, including any policies they have on the collection of analytics data to monitor and improve site performance, etc.

What rights you have over your data

If you have used the "Contact Us" forms to leave any personal data with the Society, you can request to receive a copy of the personal data we hold about you. You can also request that we erase any personal data we hold about you, however this does not include any data we are obliged to keep for administrative, legal, or security purposes.

If you believe that we have mishandled your data, you have the right to lodge a complaint with the Information Commissioner's Office. Please contact us first if you feel able, so that we can try and help.

Where we send your data

Neither the website, nor the Society, send any data outside of the UK.

You may also wish to review the policies of Siteground and InterWeb Solutions regarding how any data they collect is handled.

If you have concerns regarding Privacy

If you have any concerns regarding Privacy issues, or want additional information, you may write to us at:

The Secretary, The Henleaze Society, 10 Carmarthen Road, Henleaze, BRISTOL, BS9 4DU.

1 September 2020