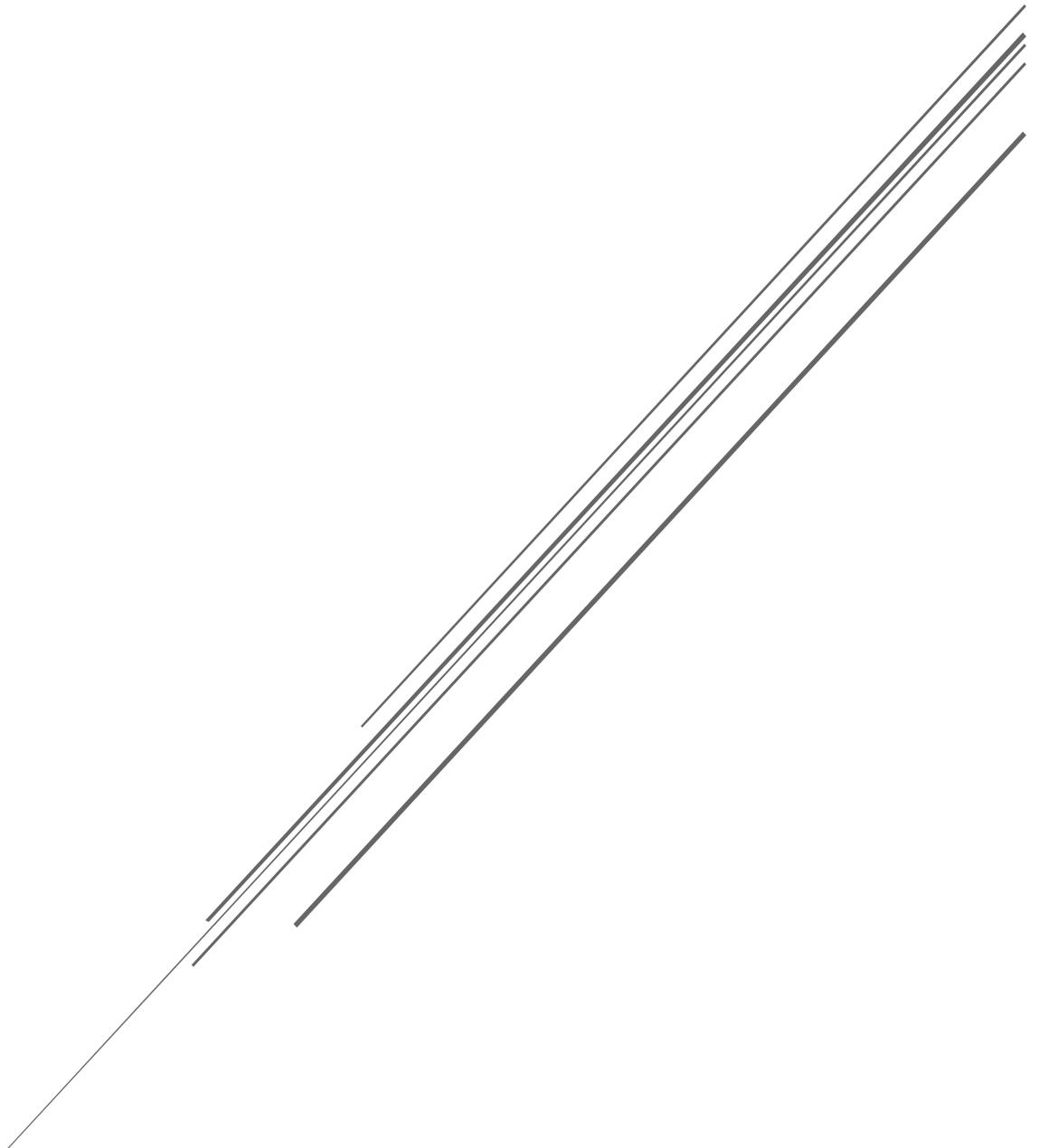


PRIVACY POLICY

PERSONAL INFORMATION ABOUT OUR MEMBERS



Norfolk Record Society
September 2018

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The Norfolk Record Society (“the Society”) holds certain information about its members in its database and paper records in accordance with the following Privacy Notice.

Personal information is information or a combination of pieces of information that could reasonably allow you to be identified.

1. Personal information that we use

We will only hold personal information about you that has been collected directly from you and that is necessary to manage your Society membership.

2. What information may we collect directly from you?

The categories of personal information that we collect directly from you include:

- 2.1. Personal details (e.g. your name);
- 2.2. Your contact details (e.g. your address, phone number and email address);
- 2.3. Your declaration that you pay sufficient UK income tax to comply with current UK tax authorities (HMRC) regulations for Gift Aid tax relief;
- 2.4. Whilst we do not hold your bank details we may see some of your details, e.g., as may be indicated on cheques received, Standing Order forms and similar, during processing of payments or forms.

3. How will we use your personal information and why?

The ways in which we use your information include:

- 3.1. Communicating with you;
- 3.2. Identifying you when updating your membership details when requested by you;
- 3.3. Processing your membership payments;
- 3.4. Sending the Society’s publications;
- 3.5. Ensuring we can claim Gift Aid tax relief, in accordance with HMRC rules.

4. Our lawful basis for holding and processing your personal data

We must have a lawful basis to use your personal information including:

- 4.1. To meet our legitimate interests in effectively managing your membership with the Society;
- 4.2. To meet the HMRC regulations in respect of Gift Aid payments;
- 4.3. Where explicit consent has been given by you.

5. Information Sharing

Your personal information will be treated as confidential and we will not share it with any other organisation, society, company or other member with the exception of the UK tax authorities (HMRC) in respect of Gift Aid payments or where we have obtained your prior explicit consent in writing.

6. Data Security and Storage

We have in place suitable measures to protect your personal information and to keep it confidential and secure whether in electronic format or hard copy. These measures are reviewed regularly to ensure that they remain robust and appropriate. We cannot, however, guarantee the security of any third-party applications, such as internet browsers, that you may use when transmitting any data to us.

All of our trustees/officers receive training on the importance of respecting members' information and we restrict access to those individuals who absolutely need it.

Where we need a third party to help us deliver our services, we set up contracts with them so that they legally agree to receive, store and destroy data securely. These suppliers are audited regularly and are legally bound never to sell personal information or use it for any purpose other than for the Society's requirements.

We will keep your personal data for at least as long as you remain a member of the Society. When deciding how long to keep your personal data after your membership has expired we take into account our legal obligations, including any UK tax authority requirement and act in accordance with the following:

| | |
|-----------------------------------|-----------------------------------|
| Member's Personal Contact Details | 1 year after leaving the Society |
| Member's Gift Aid Details | 7 years after leaving the Society |

7. Your Rights

Whilst we believe we have a lawful basis for the collection and use of your personal information strictly in accordance with the contents of this Privacy Notice, you have rights regarding your personal data, including the right to access, correct or delete it or restrict its use.

Please note that it is not possible to delete personal information while a member.

8. Contact details

Any queries or notifications you may have should be addressed to the Data Protection Officer, Norfolk Record Society, c/o 33 The Ridgeway, Norwich NR1 4ND or by email to treasurer@norfolkrecordsociety.org.uk.

If you believe that we have not resolved any query or concern with respect to the protection of your data you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further advice can be found online at <https://ico.org.uk/for-the-public/personal-information/>.

Please advise us if your personal information changes or if you think the information we hold is out of date.

9. Approval and Future Update of this Policy

This policy was agreed and approved at the Council Meeting on 27 September 2018.

Future updates to this policy will be agreed and approved by the Council and then published on our website as soon as possible after the meeting.