

# THE BRECKLAND SOCIETY

## GENERAL DATA PROTECTION REGULATION [GDPR] 2018

Like all organisations in the UK, the Breckland Society is required to adhere to the GDPR.

Because of its size and purposes, the Society is not required to formally register with the Information Commissioner's Office (ICO). However, we adhere to the ICO's best practice for managing personal data.

The personal data we hold on members is:

- name
- address
- telephone number
- e-mail address

All data comes directly and solely from individual members, and is never shared with any third parties.

We have a Privacy Policy – see below.

As a member, you have a right to:

- Request a copy of any information that the Society holds about you - please contact the Secretary.
- Require the Society to correct any errors in that information, or to delete it.

However, if you ask us to delete certain information, we may be unable to provide some member services such as telling you about future events and when to renew your subscription.

When you cease to be a member, all of your data is deleted.

The Society's data processing is solely for managing membership records and communicating with members. We are solely responsible for how the data is processed; no data is ever shared with any third party.

Membership application forms must be signed and dated and the section stating that the applicant/member gives their consent to their data being stored, accessed and deleted according to the Society's current published Privacy Policy (which is available via our website and below) must be completed.

The Society does not accept members below the age of 16. Anyone under the age of 16 is welcome to attend events provided they are accompanied by a parent, guardian or responsible adult.

Any suspected data breach should be reported to the Secretary as soon as practicable. This includes the accidental sending of e-mails from the Society "To" a list of members instead of using "BCC".

The Society will undertake a Privacy Impact Assessment should it decide to change its membership records system or seek additional personal data from members.

The Secretary is the Officer responsible for data protection compliance. The Society is not required to appoint a Data Protection Officer.

The Society does not carry out cross-border processing.

## **BRECKLAND SOCIETY PRIVACY POLICY**

The Breckland Society is committed to protecting the privacy of our members. This Privacy Policy sets out the data processing practices carried out through the use of the internet and any other electronic communications networks by the Group.

### **Information collected**

The only information we collect and store is that supplied directly and solely by members. Your data is deleted if you cease to be a member.

### **Membership**

Our joining process requires you to give your name, address, telephone number and e-mail address. This is the minimum information we need to help organise future events, send you updates or to respond to your enquiries.

### **Use of Cookies**

Our website does not use cookies.

### **Website Usage Data**

Our website does not keep track of website usage.

### **Security**

To protect information about you from unauthorised access and misuse it is kept on a sole-access password-protected computer in a locked house. Only Committee Members have access to members' records. A copy of the relevant contact list may be used by the Secretary and other Officers of the Society to communicate with the members using the method(s) opted into by each member. We use the most accurate and current information you provide in order to maintain your membership record.

### **User Submissions**

Any material, information or other communication that you transmit to our website (other than your personal information) will be considered non-confidential and non-proprietary, unless we are advised to the contrary. The Society will be free to copy, disclose, distribute, incorporate and otherwise use the communications in all data, images, sound, text and other things embodied therein for commercial or non-commercial purposes. Users of our website are prohibited from posting or transmitting to or from this site any unlawful, threatening, libellous, defamatory, obscene, and pornographic or other illegal material.

### **Other Websites**

Our website may contain links to other websites which are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may collect information from you which will be used by them in accordance with their privacy policies, which may differ from ours.

### **Right of Access**

You have a right of access to the personal data held about you and to request a copy of it. You also have the right to require us to correct any inaccuracies in your information. To obtain a copy of the personal information we hold about you, please contact: email [secretary@brecsoc.org.uk](mailto:secretary@brecsoc.org.uk)

**Changes to Privacy Policy**

We may review and edit this policy from time to time. If we make any substantial changes we will notify you by posting an announcement on our website or by emailing you.

**Questions or Suggestions**

If you have any questions or suggestions regarding this policy, or have any concerns about our website practices, or believe that we are not adhering to our privacy policy, please contact us. Should you at any time wish us to remove your personal details from our database please contact the Secretary.

**Breckland Society****October 2018**