

## Wakefield Civic Society – Privacy Policy

The Society takes all reasonable steps to ensure that the personal data it collects about its members is treated confidentially.

### What is 'personal data'?

In this context, personal data is any information about you which allows us to identify you.

The Society keeps the following personal data about you:

- Your name and title
- Your address
- Your phone number and/or mobile phone number where you have provided one
- Your email address where you have provided one
- Details of membership subscriptions you have paid
- Details of any Gift Aid authorities you may have signed
- Details of any events you may have attended and payments you have made for admission tickets
- Details of any dietary requirements you have told us about when booking events where food is served – we usually only keep this information in the run up to an event and we will need to pass the information on to the establishment at which the event is being held.
- In addition, we may have retained emails that you have sent us to book events or ask questions about the Society and its activities.

Personal data is stored on laptops operated by members of the Society's committee on a need to know basis: that means information is usually only held by the President and Treasurer but may also be accessed by the Vice President and Secretary, any IT manager we may appoint and our Membership Secretary (should we appoint one) when the need arises.

Membership records are stored securely. They are encrypted and password protected and regularly backed up, both on a stand-alone hard drive and 'in the cloud': we have a commercial arrangement with a supplier (Box) to store our records on their servers. Box is an international company with its headquarters in the USA but with a London office. They too must comply with the data protection legislation and have provided assurances to their customers that they will do so.

Some of our records, such as membership forms and Gift Aid authorities, are also retained in paper format and are held under lock and key by the Treasurer.

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details and Gift Aid authorities will be retained for as long as you are a member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income or applications for Gift Aid.

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events.

We may occasionally also tell you about events organised by others that we think may be of interest to members (see below) but we will not pass on your information to third parties without your permission unless we are required to do so in law.

### **Your rights**

You have a right to ask us to tell you what information we hold about you at any time. You can do this by writing to us at our postal address as shown below or by emailing us at [info@wakefieldcivicsociety.org.uk](mailto:info@wakefieldcivicsociety.org.uk).

You also have the right at any time to correct any information we hold about you which is incorrect or out of date.

You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends as explained above.

### **How we will contact you**

When you join the Society, we will confirm your membership and send you a membership pack. After that, we will remind you when your subscription is due in January each year.

However, to get the most out of your membership, we would also like to tell you about our events and activities and we ask you to give us consent to do so by ticking the box on our membership form. We will then send you regular updates unless you ask us to stop.

We will continue to tell you about civic society related events organised by other organisations within the movement such as Civic Voice, the Yorkshire and Humber Association of Civic Societies (YHACS) and other civic societies in the local area.

We may also inform you about events and activities organised by other organisations in and around Wakefield (eg, Wakefield Historical Society) where we think the events will be of interest.

We will use our judgement and discretion to decide which events not organised by us that we tell you about.

We would prefer to contact you by email as this helps to keep costs down and means we can send you more information that we can if you only want to hear from us by post.

It would also help us if you can give us consent to contact you by telephone. We will only do this exceptionally, for example, if we need to tell you about late changes to our events where an email or letter may not reach you in time.

Please keep a copy of the new policy for your records.