

The Westcombe Society

New Privacy Policy

How we are preparing for the new law on data protection and privacy

GDPR (the General Data Protection Regulation) comes into effect on 25th May 2018 and this has implications for how we handle your data and how we communicate with you in the future. The Society already takes all reasonable steps to ensure that data collected about its members is treated confidentially. Your Executive Committee believes that we comply with current data protection legislation.

However, the law on how organisations handle personal data is changing from 25th May 2018 when the new GDPR comes into effect. We therefore need to tell you how the Society handles your personal data and to explain how the changes will affect you and your relationship with the Society in the future.

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 events you may have attended and payments you have made for admission tickets
- In addition, we may have retained emails that you have sent us to book events or ask questions about the Society and its activities.

Your personal data is stored on personal computers and laptops operated by members of the Society's committee on a need to know basis: that means information is usually only held by the Membership Secretary and Treasurer but may also be accessed by other members of the Executive Committee when the need arises.

Membership records are stored securely. They are password protected and regularly backed up. Some of our records such as membership forms are also retained in paper format and are held under lock and key by the Membership Secretary. We keep the information for as long as we consider necessary within the remit of the legislation. Membership details will be kept for as long as you are a member. We only use the information we keep to help us to administer the functions of a membership-based organisation and to tell you about events and issues of concern to members. We may occasionally also tell you about events organised by others that we think may be of interest to members 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 (The Membership Secretary, 69 Mycenae road SE3 7SE) or by emailing us at membership@westcombesociety.org .

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.

How we will contact you

At the moment, when you join the Society, we add your name to our mailing list and then keep you informed of the Society's activities. As a minimum, we will continue to contact you about your membership of the Society and to remind you of when your subscription is due.

In addition, with your consent, we will continue to tell you about our events and issues of urgent local concern unless you ask us to stop. We may also inform you about events and activities organised by other organisations in and around Westcombe Park 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.

Please bear in mind that we will usually only contact you in the way we do now. This will usually be by email (if you have provided us with an email address) or by post. People who have provided us with an email address will receive information from us more frequently than people who have only provided us with a postal address. (This is based primarily on the costs of printing and postage but can also be due to the fact that we sometimes receive information from others at very short notice and there isn't time to issue postal communications to members.) Very rarely, we may need to contact you by telephone but this would usually only be to let you know about late changes to our events where an email or letter may not reach you in time.

Please keep a copy of the policy for your records.