

HIGHCLERE SOCIETY - PRIVACY POLICY

1. BACKGROUND AND SCOPE

UK Data Protection law for many years comprised solely of the Data Protection Act 1998 (DPA). When the Data Protection Bill (DPB) is passed it will repeal and replace the DPA. European regulations are embodied in the General Data Protection Regulations (GDPR). Much of this has direct effect, though some parts are or will be enacted through our own DPA and then DPB.

Together these laws require organisations, commercial or not, to abide by certain principles if they hold and/or process data electronically on customers or members, and to give those users the means to control their own privacy. This privacy policy covers our usage of and interactions with the new member management system adopted in 2017.

2. DATA WE COLLECT AND HOW WE USE IT

Membership of the Society is taken to be an explicit expression of members' interest in, and support for the Society's aims, and therefore an express agreement and request to receive:

- the regular newsletter covering a wide variety of society and village information
- invitations to Society events, and
- communications on issues the Society deems important to its members

The data controller is the Highclere Society; we define what data is held on members and how it is accessed and processed.

The only personal member data held on the system is name, address, email, and phone numbers, along with records of our transactions with you. These member data are supplemented with various Society-defined categorisations which help us communicate with members more effectively.

We also hold records of our transactions with members, be that emails, records of subscriptions paid, or event tickets purchased. No financial transactions are executed on the system and no bank account or card data are held on the system.

The data processor, the company which provides, maintains and manages the underlying system, and its associated data storage, is paySubsOnline.com, Yew Tree House, Lewes Road, Forest Row, East Sussex, RH18 5AA. Their policy regarding Security and Data Protection can be seen [here](#).

3. ACCESS TO AND SHARING OF DATA

Access to member data is strictly controlled. While all committee members have access to member data, at present only the Chairman, Treasurer and Membership Secretary are able to record or amend records of financial transactions.

We do not share any personal information about members with anyone, other than as outlined in this policy, or as may be required by the legal authorities to fulfil our obligations under the law of England and Wales.

If we wish to access or share your data in any way not described in this policy, we will contact you beforehand and only proceed with your explicit consent.

4. HOW YOU CONTROL YOUR INFORMATION

If at any time a member has an enquiry about any of their personal information which we store, needs to change their email address or any other information we hold, or has any questions in relation to our use of their data, they may email us at highcleresociety.sysad@gmail.com

5. CHANGES TO THIS PRIVACY POLICY

We may occasionally make changes to this privacy policy. Following any change, the policy date will be updated. If any change allows for the wider access to or sharing of data, such changes will only apply to data collected after the date of the updated privacy policy.