

DATA PRIVACY NOTICE

Collingham & District Local History Society (CDLHS) , Collingham, Newark

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Trustees of the CDLHS is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

CDLHS complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:-

- To enable us to provide a voluntary service for the benefit of the public in the East Trent area;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To encourage collaboration amongst researchers;
- To maintain our own accounts and records (including the processing annual membership fees);
- To inform members of news, events, activities and services run by CDLHS.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your membership fees and keep you informed about society events;
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided:-
 - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes);
 - for the purposes of donors giving archive material to the society for public use;
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared outside the elected trustees. We will only share your data with third parties with your consent.

6. How long do we keep your personal data?

We retain CDLHS membership data while it is still current and then for up to 3 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which the CDLHS holds about you;
- The right to request that CDLHS corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for CDLHS to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to lodge a complaint with the Information Commissioners Office.

8. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the CDLHS Secretary:- Mrs Marion Collins, 26 Crew Road, Collingham, Newark, NG23 7ST. Telephone: 01636 892328.