Lancaster Civic Society

DATA PROTECTION POLICY

Privacy of personal information

From 25th May 2018, an EU regulation called the General Data Protection Regulation (GDPR) came into force. This requires us to formally inform you of our policy for collecting and processing your personal data. The UK will continue to apply this regulation after the UK leaves the EU.

What data we hold about you:

We collect and record the following information:

- Your name and your postal address.
- Your email address and telephone number where provided.
- Any letters and emails that you address to the Society or to individual committee members, together with our replies.
- Payments made to the Society - we record the amount, date, method of payment, and what the payment was for (such as your annual subscription, any donations, trip bookings), and we will retain your Gift Aid declaration form, if you have registered with us for Gift Aid.

What we do with this information:

We require your personal information for the following reasons:-

- General administration, covering subscription payment monitoring, preparation of the Society's accounts, statistics on membership numbers and categories, and keeping you informed of our activities.
- Feedback from you will be used to assist in determining the future direction of the Society, including selecting ideas and themes for future speakers and future summer visits.
- We will periodically send out Newsletters about the Society by email, by post if you are not on email (or have specifically requested to receive Newsletters by post) or by hand delivery.
- If you have registered your email address with us, we will occasionally send you details of other items of local or relevant interest from other organisations (e.g. talks on architecture and/or heritage). This information will not be sent out by post because of cost implications.

How long we will keep your personal information:

- We will remove your personal information from our systems two years after the end of the year in which your membership ceases.
- We may sometimes have personal data on booking forms for events, both in paper or email format; these will be destroyed one month after the event has taken place.
- Financial information concerning receipts and payments, including the Society's bank statements, will be retained for six years.
- Gift Aid declarations and related information necessary to support Gift Aid claims from HM Revenue and Customs (HMRC) will be retained for six years.

How we will share the information we hold:

We will not share any information we hold about you with any other individuals or companies or other organisations for any reason. The only exception is the information that we are obliged to share with Her Majesty's Revenue and Customs to support Gift Aid claims.
We will not sell, distribute or lease your personal information to third parties.

Where we hold your data:
Your information is held on a combination of paper file and on computers that are firewall protected and have active up to date virus and malware attack protection.

Access to your data:
Full access to your data is only available to the Membership Secretary. Extracts of email and some postal addresses may be given to other Society officers to process circulation of newsletters or other material and administer events organised by the Society. Postal addresses will be available to members who hand deliver newsletters and other publications.

Your rights of access:
You have the right to check the information we hold about you and to change your personal details. Please ensure your contact details i.e. name, address and email, if applicable, are kept up to date with the Society.

You also have the right to have your personal information removed from the database at any time though this will affect our ability to communicate with you.

Requests for these should be addressed to the Membership Secretary.

The Lancaster Civic Society – 8th July 2020

This policy was passed and agreed at the Executive Committee meeting held on 8th July 2020 and will remain in place until such time as there is need for a review due to changes in legislation