

# Harpenden Society Privacy Notice

## What type of personal information do we hold about you?

The Harpenden Society holds the following personal information about our members:

- Name & name of partner (if applicable);
- Physical Address & Telephone Number;
- Email Address (if available);
- Copy of the Gift Aid certificate including the date it was signed;
- The date the Standing Order was signed and
- Payment Record.

The Society does NOT retain any information about member's bank account details once a Standing Order has been set up. Your personal information will never be passed to third parties unless we are required to do so by law.

## Where did the personal information on our database come from?

The Society will hold your personal information if you have applied to join the Society or have applied to be included in our Keep In Touch database. Your personal information will have been copied from your application form and inserted into our Membership Database. This is the lawful basis for the Society to hold and process your personal data.

## How do we use your personal data?

If you are on our database we will continue to send you occasional emails with our newsletter or information on our public meetings.

If you would like to stop receiving emails from the Society, please contact the secretary ([secretary@harpendsociety.org](mailto:secretary@harpendsociety.org)). Additionally you can unsubscribe by following the instructions on the Society's website or select the "unsubscribe" option when you receive the next email.

When a member resigns from the Society his/her personal data will be removed from the Society's database as soon as possible but within one month at the latest. However, a copy of the member's Gift Aid Certificate will be retained for a period of 6 years as required by HMRC regulations.

## Subject Access Requests

If you would like to know what personal data we hold on you please contact the Society's Secretary ([secretary@harpendsociety.org](mailto:secretary@harpendsociety.org)) and we will inform you of the personal data that we hold on you as soon as possible, but at the latest within one month. The information will be sent to the email address or physical address that we hold for you on our database.

## How do we use keep your personal data secure?

The Society's database is kept on a server held in the "cloud". If the database is ever downloaded onto a committee member's computer for processing it will be uploaded onto the cloud server immediately after the processing has taken place and no copy will be retained on the committee member's computer. If, in exceptional circumstances, the database, or a copy of the database, needs to be retained on a committee member's computer, it will be kept in an encrypted form.