



The
**THOMAS
BRASSEY**
Society

PRIVACY POLICY FOR MEMBERS

November 2021

Why do we have a Policy?

The UK General Data Protection Regulation (UK GDPR) requires all holders of private data (e.g. names and addresses) to explain to someone providing that data how it will be stored and used, placing the emphasis on making this information easy to understand and accessible. The Thomas Brassey Society (TBS) fulfils this obligation through the summary on the rear of the Membership Application / Renewal form and through this Privacy Policy.

What personal data does our Society collect?

The data we routinely collect includes members' name, address, email address and telephone numbers. We collect this data directly from each member when you join the Society. We also hold copies of e-mails and letters to the Society, and data on the payment of the annual membership fee and on private donations. For members of the TBS Committee we may keep additional information such as photographs and personal history, but only during their relevant tenure of office.

What is this personal data used for?

We use your data for the administration of your membership, the running of the Society, the communication of information, and the organisation of events.

Who has access to your data and with whom is it shared?

Your membership data is only available to members of the TBS Committee and the TBS Website Manager. It will not be shared or passed on to anyone outside this Committee or the Website Manager, except with your expressed permission, nor will it be shared with or passed on to third parties.

Where does this data come from?

Data for most of our members comes from the application form when you join the Society or when you update your information on renewing your membership annually. It also comes from the donation form when you make a donation to the Society,

How is your data stored?

This information is mainly stored in digital form on computers. Any information that is stored remotely is stored in compliance with the UK General Data Protection Regulation.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the UK GDPR we do not have a statutory requirement to have a Data Protection Officer, but the TBS Committee has nominated the Membership Secretary to fulfil this role. He/she will advise the TBS Committee about their obligations to comply with the UK GDPR and other data protection laws. The Membership Secretary will be the first point of contact for supervisory authorities and for members whose data is processed and will also monitor compliance with the UK GDPR and other relevant UK data protection laws.

What is the legal basis for collecting this data?

The Society collects and stores only the personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

How can you check what data we have about you?

If you want to see the basic membership data we hold about you, you should contact the Membership Secretary whose name and address is given at the foot of this Privacy Policy statement ; this information is also available on the TBS web-site and provided on the Membership Application / Renewal form.

Does the Society collect any “special” data?

The UK GDPR refers to sensitive personal data as “special categories of personal data”. We do not record any such special data.

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit or specify how your data is used. You could maintain your Society membership with your correct name but with only limited contact details. However, we do need to have at least one method of contacting you. You could for example simply maintain an up-to-date telephone number, but of course this would limit what we are able to provide you with in the way of written information, so you would not be able to get any benefits that require an e-mail address for example. In order to keep costs to a minimum, contact with members will normally be by e-mail. Of course you may choose not to receive information emails from the Society. To implement this option you will need to contact the Membership Secretary direct. You will also need to inform the Membership Secretary if you wish to have data corrected, changed or deleted.

How long we keep your data for, and why?

We normally keep members' data for two years after resignation or failure to pay the annual membership fee, in case you later wish to re-join. However, we will delete contact details entirely upon request to the Membership Secretary. Other data, such as that relating to accounting, Gift Aid or personnel matters, is kept for the legally required period.

What happens if a member dies?

We will normally delete deceased members' personal data at the end of the membership year (1 January -31 December). If we are requested to delete it earlier we will do so.

Membership Secretary

David Hooley

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