

## DATA PRIVACY NOTICE

### The Thoroton Society of Nottinghamshire

#### 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 (GDPR).

#### 2. Who are we?

The Thoroton Society of Nottinghamshire 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?

The Thoroton Society 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 to promote and foster the study of the history, archaeology and antiquities of Nottinghamshire for the public benefit and to promote and foster public knowledge, understanding and appreciation of Nottinghamshire's history generally, as specified in our constitution;
- To administer membership records;
- To promote the interests of the Society;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services through quarterly newsletters and, if subscribed, the *eBulletin*;
- To distribute the annual editions of *Transactions* and, if subscribed, new editions in the Record Series;
- Where necessary, to share your details with officers of the Society so that they may contact you on matters relating to the Society

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

- By applying to join the Society you give explicit consent that we can use your contact details to keep you informed about news, events, activities and services and process your gift aid donations.
- We process the personal information of Members or former Members of the Society (or their nominated representative) as not-for-profit body.

#### 5. Sharing your personal data

- Your personal data will be treated as strictly confidential and will NOT be shared with others except in the following circumstances:
  - With other officers of the Thoroton Society in order to carry out the objectives of the Society.

- From time to time, with external third parties for the purpose of mailing the quarterly *Newsletters*, annual *Transactions* and Record Series publications (if subscribed). That data is NOT retained by the third party after use.
- If requested by Police or other government body in the interests of lawful proceedings.

## **6. How long do we keep your personal data?**

- Personal data is retained by the Society for the whole period of your membership;
- Personal data for members who leave the Society is retained in perpetuity as part of the Society's own history, unless notified otherwise by the former member or their nominated representative;
- Personal data collected for specific purposes, e.g. excursions or special events is retained for 2 months after the event, then destroyed;
- Personal data collected for the purpose of mailing the *eBulletin* is retained only during the period of your membership and is destroyed when you leave the Society.

## **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 Thoroton Society holds about you;
- The right to request that The Thoroton Society 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 The Thoroton Society to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Membership Secretary; [membership@thorotonsociety.org.uk](mailto:membership@thorotonsociety.org.uk); 121 Kent Road, Mapperley, Nottingham NG3 6BS.

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.