

## **General Data Protection – Privacy Notice**

### **1. Introduction**

This Privacy Notice explains in detail the types of personal data The Heswall Society may collect about you when you interact with us. It also explains how we'll store and handle that data and subsequently keep it safe.

### **2. Data Collected**

When you become a member we collect and process your data with your consent. When collecting your personal data, we'll always make clear to you which data is necessary. The type of data we collect is your name and address to allow us to identify and communicate with you and your bank details (if paying by standing order). In addition you have the option to also provide an e-mail and telephone number to allow an alternative means of communication.

This information is generally collected when you fill in your membership application form. However we will also collect telephone numbers and e-mails if you subsequently make contact with the Society by these means.

### **3. How do we use your personal data**

The Society uses this data to keep you updated with our activities through our newsletters, inform you of forthcoming activities & meetings and provide you with any meeting documentation. We may occasionally contact you if we would like either to gauge members' opinion or to inform members about an issue.

### **4. Data security**

We know how much data security matters to all our members. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it. Access to your personal data is password-protected.

The Society restricts access to your personal data to Committee Members only will never shares it with Third Parties without your explicit consent.

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of that retention period, your data will be deleted completely.

### **5. Your Rights**

You have the right to request:

- Access to the personal data we hold about you.

- The correction of your personal data when incorrect, out of date or incomplete.

To ask for your information, please contact our Data Protection Officer, The Heswall Society, c/o Heswall Hall, 111 Telegraph Road, Wirral CH60 0AF or email [membershipsecretary@heswallsociety.org.uk](mailto:membershipsecretary@heswallsociety.org.uk). To ask for your information to be amended, please contact our Membership Secretary.

You have the right to change your mind at any time and withdraw consent for us to use your personal data.

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113 or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

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