

# THE DEVON GENERAL SOCIETY

## Privacy Notice

The Devon General Society acknowledges its responsibility for complying with data protection legislation. This Privacy Notice describes the personal data we hold about you as a member, what it is used for, and how we keep it safe. It also states how you can request a copy of, or changes to your data, and how to request us to delete it.

Please note that the Committee has assessed the lawful basis for holding and processing your data and concluded that we have a legitimate interest to use it to send you our publications, to keep you informed about events and trips, and to carry out the business of the Society. Since you have asked to be a member of the Society, we believe this does not materially impact your rights, freedom or interests.

### **What data do we hold?**

You provided us with your personal data when you joined the Society or renewed your membership.

We hold your name and address, your email address (if you provided one), your telephone number (if you provided one), your age (if you are under 16) and whether you hold a PCV licence.

### **How do we use your data?**

We process your data to maintain a list of members' names and addresses in order to dispatch the Digest magazine and the Newsletter to you. We also use it to contact you by post or email with news of our events or trips or those run by others which we think may interest you. A list of members' names is also maintained to support the management of subscriptions.

We use members' data to give reports to the Committee in connection with the administration of the Society. This can include reports about the numbers and location of the membership, subscriptions paid, donations made, and which members are able to drive PCVs for when we do trips.

### **How do we keep your data up-to-date?**

We invite you to update your data at membership renewal or at any time upon request (for example a change of address). Data is deleted after a period of time if a member does not renew, or if we are informed of the death of a member.

You may request a copy of your data, or ask that changes be made to it, by contacting the Membership Secretary.

You may request for your data to be deleted by contacting the Membership Secretary, although once your data has been deleted it must be appreciated that we will then be unable to contact you further.

### **How do we protect your data?**

Data is stored electronically in secure files on a personal PC, at the home of an officer of the Society. Virus protection is maintained on the PC and a data back-up is made at regular intervals on to a memory stick which is kept at the home of an officer. Supporting paper records such as membership applications, renewal slips and correspondence are held securely at the home of an officer.

If you are concerned that your data has been breached, you should contact the Secretary, who is the Data Controller for the Society and will investigate any alleged breach.

### **How will we share your data?**

Your data may be shared with other officers of the Committee in connection with the administration of the Society. All officers are aware of the need to take precautions to avoid the inadvertent disclosure of data or inappropriate data sharing.

A member's contact details will only be shared by the Society with another member with the express consent of the member whose details are requested.

Your data will not be shared with any third party outside the Society without your written consent, unless we are required to comply with a law enforcement or regulatory investigation.

### **Contact details for Society officers**

You may contact Society officers by email via the Society website, or by post using the home addresses published in the Digest magazine and the Newsletter.

### **For further information about data protection and your rights**

Please see the Information Commissioner's website [www.ico.org.uk](http://www.ico.org.uk)