

## Newport and District History Society

Registered Charity, No. 516162

### Data Privacy Notice

#### What is personal data?

Personal data relates to a living person 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 in the UK currently is governed by the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

#### Who are we?

The Newport and District History Society (hereafter the N&DHS) is the data controller. This means it decides how your personal data is processed and for what purposes. The personal data that we collect consists of name, contact details and occasionally address for postal communications.

#### How do we process your personal data?

The N&DHS complies with its obligations under UK data protection legislation 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 technical measures are in place to protect personal data.

#### We use your personal data for the following purposes:

- To administer membership records.
- To raise funds and promote the interests of the charity.
- To maintain our own accounts and records (including the processing of gift aid declarations).
- To send you membership information.
- To inform you of society news, activities and events organised by N&DHS and other bodies, local and national of historical interest in which you might be interested.
- To operate the N&DHS web site and deliver services that individuals have requested.

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

- Explicit consent of the data subject is required so that we can keep you informed about news, activities and events of historical interest, and process your membership and gift aid declarations.

#### Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the members and officers of the N&DHS committee. We will not share your data with third parties.

Any family of local history data containing personal information about living persons processed by N&DHS will be held in accordance with this policy.

#### How long do we keep your personal data?

We keep your personal data whilst you retain membership of N&DHS and up to 3 years after in order to deal with any residual issues. We keep gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate.

#### Your rights and personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the N&DHS holds about you.
- The right to request that the N&DHS corrects any personal data 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 N&DHS 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.

Further processing

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

Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Membership secretary at [info@newporthistorysociety.org](mailto:info@newporthistorysociety.org).

You can contact the Information Commissioner's Office on 0303 123 3113 or by chat at <http://ico.org.uk/global/contact-us/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

PROVIDING CONSENT

With the GDPR, it is important that you provide explicit consent for N&DHS to contact you under the above policy.

To do this download and print this (hyperlink) consent form, complete it and send it to [info@newporthistorysociety.org](mailto:info@newporthistorysociety.org). or send it to ? Mail address