



High Wycombe Society Privacy Policy

The High Wycombe Society (the Society) is committed to protecting and respecting your privacy.

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but the Secretary has overall responsibility for data protection compliance in the Society. Contact details are set out in the "Contacting us" section at the end of this privacy notice.

This notice explains when and why we collect personal information about people who join the Society by whatever means, how we use it, the conditions under which we may disclose it to others and your rights in relation to your personal data.

We may change this notice from time to time so please check the website at www.highwycombesociety.org.uk or request a copy occasionally to ensure that you are happy with any changes. By becoming a member of the Society, you are agreeing to be bound by this Policy.

Any questions regarding this notice and our privacy practices should be sent by email or post to the Secretary.

How do we collect information about you?

We obtain information about you when you apply to become a member of the Society.

What type of information is collected about you?

The personal information we collect includes your name, address, email address if you have one, telephone number and inferred age if you claim a reduced membership rate.

The legal basis for the processing of your personal data is to enable the Society to fulfil our contractual obligations and provide membership services.

How is your information used?

We may use your information to:

- process your membership;
- to carry out our obligations arising from your membership;
- seek your views or comments on matters relating to the Society or its sections;
- notify you of changes to our services;
- send you communications that you have requested and that may be of interest to you. These will include our periodic Newsletter and information about Society events that may be of interest.

How long do we retain your information?

We will hold your personal information on our systems for as long as is necessary to carry out our obligations in relation to your membership, or as long as is set out in any relevant agreement between us. When your Society membership lapses your information will be securely kept for a period of 24 months, after which your information will be deleted provided you have returned any Society property that may have been loaned to you during your membership. You have the right to request that your information is deleted immediately and

that you are forgotten. Again this can only happen when any Society property that you hold has been returned and at that time you will cease to be a member of the Society if your membership has not already lapsed.

Who has access to your information?

We will not share your information with third parties for marketing or any other purposes unless required by law to do so, for example, by a court order or for the purposes of prevention of fraud or other crime.

How you can access and update your information?

The accuracy of your information is important to us. You can check the information we hold is correct by requesting a copy from the Secretary either by email or in writing.

What are your rights?

- (a) the right to access;

You have the right to confirmation as to whether or not we hold and process your personal data and, where we do, access to the personal data. You have the right to know how we process your personal data. If requested we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. There is no direct on-line access to your data.

- (b) the right to rectification;

You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

- (c) the right to erasure;

In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include: the personal data being no longer necessary in relation to the purposes for which the data was collected or otherwise processed, you are no longer a Society member and wish the data not to be held.

Please note a request for data erasure for a current member would require that member to forfeit membership. The data is required for the Society to fulfill its obligations.

- (d) the right to restrict processing;

In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are: you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require personal data for the establishment, exercise or defence of legal claims and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise

process it, with your consent, for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.

- (e) the right to object to processing;

You have the right to object to our processing of your personal data for direct electronic communications purposes. If you make such an objection, we will cease to process your personal data for this purpose.

- (f) the right to data portability;

To the extent that the legal basis for our processing of your personal data is that the processing is necessary for the performance of a contract to which you are party and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- (g) the right to complain to a supervisory authority;

If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with the Information Commissioners Office. <https://ico.org.uk>.

- (h) the right to withdraw consent;

To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.

You may exercise any of your rights in relation to your personal data by written notice to us.

Contacting Us

You may contact us by email or by writing to the Secretary or by using the Contact Us form on our web site.