

PRIVACY POLICY

STATEMENT

Preservation of your privacy is important to *GCDCS* and we are committed to letting you know how we use your personal information responsibly.

In this Privacy Policy, references to “we”, “us”, or “our” are references to *Grimsby Cleethorpes and District Civic Society (GCDCS) Executive Committee*; “you” refers to the person who has paid subscription to *Grimsby Cleethorpes and District Civic Society*.

GCDCS aims to have a trusting relationship between members and ourselves as regards our keeping of your personal data to enable us to contact you in during your membership should we need to. To this end, we abide by the following 6 principles:

- Fairness and Transparency
- Accuracy and Security
- Contact only as and when necessary
- respect for the rights of the individual

1. INFORMATION ABOUT YOU

1.1 We will collect personal information from you when you register as a member with us. With your agreement, this may include your name, title, email address, physical address and telephone numbers, details of the methods you wish to pay, and Gift Aid declarations you have made for the society’s benefit.

1.2 From time to time we made also record your details when booking particular events for such things as processing admission tickets. Enquiry emails that you have sent to the society and its representatives may also be retained for a period to enable us to answer and also inform our activities.

1.3 Should we take any particular details from you regarding your requirements at a particular event (such as dietary requirements at the time), will only be kept in the run up to an event for passing on to the relevant venue/provider.

1.4 We will not ask for information which is deemed not to be relevant to our aims as a society

1.5 We endeavour at all times to treat you with high respect as an individual– and expect the same from yourself towards our officers at all times.

2. HOW DO WE USE THIS INFORMATION?

2.1 Your personal information will only be used by us in accordance with current data protection legislation and this Privacy Policy. This is to enable us to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in.

2.2 We may use your personal information to communicate with you about the society’s activities, for record keeping purposes, to remind you of when your subscription is due, and in aggregate (and therefore anonymously) to improve our service and presence in the local community .

2.3 We will not share your personal information with any other person or organisation.

3. SECURITY

3.1 We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

3.2 Your personal data is stored securely and accessed by our *Membership Secretary* in the main with limited, relevant information accessible to our Treasurer and Secretary solely for the purpose of their job roles. There may be occasion that those holding these positions may be substituted for a period of time for personal reasons. Should substitution be necessary for a longer period you will be notified of the name of the person who holds your data.

3.3 Membership records are stored securely either by electronic means, or if paper-based (as with Gift Aid authorisations) under lock and key. The committee members with access are these records (in whole or in part) are those detailed in 3.2.

3.3 Communications in connection with this service may be sent by e-mail. For ease of use and compatibility, communications will not be sent in an encrypted form though being unencrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot commit to all communications being virus-free. Members who have not given any electronic forms of address to GCDSCS will be communicated with, by hand or Royal Mail delivered letter.

4. OTHER INFORMATION

4.1 We keep information for as long as we deem necessary within in the remit of legislation. Membership details and Gift Aid authorities will be retained for as long as you are a member. We may however, keep relevant financial records for 6 financial years after the current year so that we can respond to any enquiries from HMRC about our income or Gift Aid claims should the need arise.

4.2 General, anonymous communication to you as a member is conducted through our website www.grimsbycleecivsoc.com, FaceBook or Twitter. Hand or Royal Mail deliveries will be kept to a minimum due the potential cost to the Society. Our main method of communication will be email which will be kept to a minimum and members will be able to 'opt out' upon their instruction to us. Email contact is preferred as this keeps costs down and enables us to send out information quickly and efficiently.

4.3 At any time, you have a right to ask us to tell you what information we hold about you, to cancel your membership should you wish to do so, and ask for your details to be removed from our mailing list. Any financial transactions between us may be kept as explained in 5.1.

4.4 We need all information we hold to be correct, so if you would like us to correct or update any information you have previously given us, or if you would like information deleted from our records, then please email us at info@grimsbycleecivsoc.com

5.5 Information will either be deleted electronically or shredded whichever is appropriate.

Reviews / dates: