

# Old Heleans' Society Privacy Policy

## What is this guide for?

This guide provides a useful overview of *why* we need to collect data from you and *what* it will be used for, and gives more detail on how we keep your data secure and up to date, how long we might hold it for, and what your rights are in relation to it.

Old Heleans' Society is committed to protecting your personal data and will use any personal or sensitive data we collect from you in line with the General Data Protection Regulations (GDPR).

## Who's responsible for data the group collects?

Old Heleans' Society is a Data Controller under the GDPR. Old Heleans' Society Data Protection Officer is the Secretary of the Society who can be contacted at [phillipshelean@gmail.com](mailto:phillipshelean@gmail.com).

## What data do we collect and what do we use it for?

Old Heleans' Society collects data from individuals to help us plan, organise and run the day-to-day operations of the society (e.g. sending the annual magazine or collecting subscription payments) and to promote and market the society's activities.

### Members and Friends: for administering membership

When you join Old Heleans' Society as a member or Friend, or during your membership with us, we may need to collect some of the following information:

- Name
- Email address
- Phone number
- Address
- Emergency contact details
- Subscription payments

This data will be used by committee members to manage your membership with us and to organise and run our activities.

If you give us your consent to do so, we may also use your contact details to send you marketing/promotional communications from the Society.

### Mailing list subscribers: for marketing and promotion

We offer everybody the opportunity to sign up (consent) to receive marketing and promotional information on the Society's activities (e.g. emails about forthcoming events).

When you sign-up to our marketing mailing list we will ask for your **email address** and will use this data to send you information about our events and activities (e.g. forthcoming dinners). We may also ask for your communication methods as this allows us to tailor the information we provide to suit your preferences (e.g. email vs post).

We will *only* send you information that is related to Old Heleans' Society (ie. we will *not* use your data to send you marketing messages from third parties).

Anything we send you will include a clear option to withdraw your consent (e.g. to 'opt out' of future emails) and you can also do so at any time by contacting the Data Protection Officer (the Secretary of Old Heleans' Society) at [phillipshelean@gmail.com](mailto:phillipshelean@gmail.com).

### **Website visitors: for running and improving our website**

When a person visits our website we use cookie technology to collect and analyse *anonymised* data on how many people have visited, what pages they have looked at and other statistical information. We also use cookies to allow members to log in and out in order to view our members-only section. See the section below on cookies.

### **Do we share your data with anyone else?**

We will never pass your details on to third parties for marketing purposes.

Our software provider also has access to the data stored in our website and has its own Data Protection Policy.

### **Are there special measures for children's data?**

We do not knowingly collect or store any personal data about children under the age of 18.

### **How can you update your data?**

You can contact us at any time at [phillipshelean@gmail.com](mailto:phillipshelean@gmail.com) to update or correct the data we hold on you.

### **How long we will hold your data?**

The Old Heleans' Society data retention policy is to review all data held on individuals at least every two years and remove data where we no longer have a legitimate reason to keep it.

Where you have withdrawn your consent for us to use your data for a particular purpose (e.g. unsubscribed from a mailing list) we may retain some of your data for up to two years in order to preserve a record of your consent having been withdrawn.

### **What rights do you have?**

Under the GDPR, you have the following rights over your data and its use:

- The right to **be informed** about what data we are collecting on you and how we will use it
- The right of **access** - you can ask to see the data we hold on you
- The right to **rectification** - you can ask that we update or correct your data
- The right to **object** - you can ask that we stop using your data for a particular purpose
- The right to **erasure** - you can ask us to delete the data we hold on you
- The right to **restrict processing** - you can ask that we temporarily stop using your data while the reason for its use or its accuracy are investigated.
- Though unlikely to apply to the data we hold and process on you, you also have rights related to **portability and automated decision making** (including profiling)

All requests related to your rights should be made through our Data Controller at [phillipshelean@gmail.com](mailto:phillipshelean@gmail.com). We will respond within one month.

You can find out more about your rights on the [Information Commission's Office website](#)

### **What will we do if anything changes?**

If we make changes to our privacy statements or processes we will post the changes here. Where the changes are significant, we may also choose to email individuals affected by the new details. Where required by law, will we ask for your consent to continue processing your data after these changes are

made.