

Privacy Policy, Statement and Notice

Bishop's Waltham Society holds details of your personal data. The type of information we hold is shown below in blue. In order to comply with the data protection regulations, the trustees will seek your consent in writing to collect, store and utilise your personal data. This consent can be given on the application form. The data we hold is about each member and therefore if you apply for joint membership, details of each individual will need to be checked and signed off. Once your written consent is received, the document will be scanned and stored electronically and the original shredded.

Reasons for holding data: The data held on you will be used to contact you from time to time with documents which the trustees believe are relevant to your membership, for example, newsletters, details of meetings and membership issues. In order that you can receive these documents, your data will be shared with other society members who have agreed to deliver documents to you. The data may also be used to contact you in connection with your subscription. The data you give will never be shared with a third party, unless it is with your consent, for example with a bank to enable a standing order to be set up, or with HMRC when claiming gift aid, in which case a gift aid authorisation in your name will also be stored.

Data storage: Your data will be stored electronically within an appropriate database on a dedicated hard drive, on "the cloud" and an encrypted flash drive, as back up. Access to the data is encrypted by the most up to date methods, and in the case of the hard drive and flash drive by being physically disconnected from any laptop or personal computer.

Your rights:

You have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF Tel: 0303 123 1113 or 01625 545 745 if you consider that Bishop's Waltham Society has misused your data.

You also have the right to:

- be informed of the data we hold on you;
- check that it is correct;
- amend the data;
- have the data deleted.

Privacy Notice

Name of organisation:	Bishop's Waltham Society
Address of organisation:	Gable Cottage, Coppice Hill, Bishop's Waltham SO32 1AG
Charity Number:	1170683
Data held:	name; address; postcode; telephone number; mobile telephone number; email; payment method using the code letters - cash or cheque (c) standing order or faster payment (b) paypal (p) membership type using the code letters - single (s) family (f) life (h/l); gift aid.
Data sharing:	HMRC; your bank; document deliverers
Use of data:	Communication with you; communication with your bank; communication with HMRC; address information for use of deliverers
Your information:	You can check the data we hold about you and/or request its deletion at any time by writing to the address above or email to info@bishopswalthamsociety.org .

To amend and/or delete all the data currently held by Bishop's Waltham Society, please speak to a trustee or contact info@bishopswalthamsociety.org or write to Keith Fry, BWS Data Controller, Gable Cottage, Coppice Hill, Bishop's Waltham SO32 1AG.

We seek your permission to contact you by mail, email, text or telephone.

Thank you for helping Bishop's Waltham Society to comply with the Data Protection Regulations.