



STAFFORDSHIRE ARCHAEOLOGICAL & HISTORICAL SOCIETY

POLICIES OF THE SOCIETY

Privacy Policy

1. Privacy Statement

The Staffordshire Archaeological and Historical Society (hereafter The Society) is a charity, registered with the Charity Commission. The Society is a membership organisation and holds personal information on its members. The Society is committed to protecting the privacy of members and supporters. This privacy statement sets out the way the Society collects, stores and processes members' personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)). This policy may be updated from time to time.

2. Definitions

The Society collects personal information when individuals or organisations join as a member. Personal information is information that can be used to identify individuals. Examples of such information include names, titles, postal addresses, email addresses and telephone numbers. It can also include personal information relating to processes including payment information (such as credit card or bank details) and Gift Aid declarations and donations. The Society collects personal information to enable it to carry out its legitimate interests, to enable it to fulfil its obligations relating to the sale of goods and to comply with legal requirements.

The Society's legitimate interests are:

- Fulfilling its duty to members.
- The sale and supply of services and products to members.
- Promoting the interests of the Society.
- Improving understanding the needs of members.
- Handling any enquiries and/or complaints.
- Complying with legal requirements and regulations.

3. How personal information is used.

Individuals' information is only accessible to Committee members if it is appropriate in order for them to carry out their role. Individuals' information may be used, amongst other reasons, as follows:

- To process Society membership actions.

- To process Gift Aid payments.
- To send members information via email, including, but not limited to, newsletters, subscription reminders and items of general interest.
- To send Annual General Meeting information to members.
- To update members' information.

The Society will not sell or pass on personal information for other organisations to use for their own purposes. The Society will only share information when it is legally obliged to at the request of a government or law enforcement authority.

4. Communication

Members can find out what personal information is held about them and updating their personal information by contacting the Membership Secretary, through kjboutthere@yahoo.co.uk Members can request the removal of their personal information by contacting the Membership Secretary.

5. Security

The Society takes the necessary actions to ensure members' data is stored securely. Only the Membership Secretary can view these details, which are securely stored on a password-protected personal computer. The Society's processes and systems are regularly reviewed to ensure they remain secure. Personal information is held for only as long as is necessary for the Society to administer relationships with members.

6. Photography Consent

When members take part in Society activities, or submit photographs through whatever medium to Society Committee members, it is deemed that members are agreeing to the following:

- Copyright of the images will remain with the photographer, though Society will be granted non-exclusive rights in perpetuity for publication, digitisation, exhibition and broadcast.
- Members accept the use of their image in Society material.

7. Further information

Members should contact the Membership Secretary if they have any further concerns or questions. Further information about data protection and individual rights is available from the Information Commissioners Office at <https://ico.org.uk/>

Created by: (name) Steve Lewitt, Hon Secretary.
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