

# Our privacy policy



The General Data Protection Regulation (GDPR) is with effect from 25 May 2018 and has implications for how we handle your data and how we communicate with you in the future.

Bradford Civic Society already takes robust steps to ensure that data collected about its members is treated confidentially.

With the new GDPR coming into effect, Bradford Civic Society is taking the opportunity to inform members how the Society handles your personal data and to explain how the changes will affect you and your relationship with the Society in the future.

Although the new legislation comes from the EU, the British Government has confirmed that application of the new rules will not be affected by the UK's proposed withdrawal from the EU and we are therefore obliged to implement the new rules.

In the UK, the Information Commissioner's Office (ICO) is responsible for enforcing data protection legislation. The ICO is publishing advice and guidance on how the new law will work and what steps organisations must take to prepare for the new legislation but, at the time of publishing, the guidance is still not complete. We know, for example, that the EU law allows member states to take account of the specific needs of small and micro organisations. If that changes in the future, Bradford Civic Society will keep members informed.

## **What is 'personal data'?**

In this context, personal data is any information about you which allows us to identify you.

Bradford Civic Society keeps the following personal data about you:

- Your name and title
- Your address
- Your phone number where you have provided one
- Your email address where you have provided one
- Details of membership subscriptions you have paid
- Details of any Gift Aid authorities you may have signed
- Details of any events you may have attended and payments you have made for admission tickets
- Details of any dietary requirements you have told us about when booking events where food is served although this information is generally not retained after an event

In addition, we may have retained emails that you have sent us to book events or ask about the Society and its activities.

Your personal data is stored on laptops operated by members of the Society's elected Executive Committee on a need to know basis: that means information is usually only held by the Chair and Membership Secretary but may also be accessed by the Vice Chair, Treasurer and Secretary,

Membership records are stored securely. They are encrypted and password protected and regularly backed up, both on a stand-alone hard drive and 'in the cloud'.

Some of our records, such as membership forms and Gift Aid authorities, are also retained in paper format and are held under lock and key by the Treasurer.

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details and Gift Aid authorities will be retained for as long as you are a member.

We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income or applications for Gift Aid.

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events.

On rare occasions, we may also tell you about events or consultations organised by others that we think may be of interest to members of Bradford Civic Society but we will never pass on your information to third parties without your permission unless we are required to do so in law.

## **Your rights**

You have a right to ask us to tell you what information we hold about you at any time. You can do this by writing to us at our postal address as shown below or by emailing us at [bradfordcivic@outlook.com](mailto:bradfordcivic@outlook.com)

You also have the right at any time to correct any information we hold about you which is incorrect or out of date.

You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends as explained above.

## **How we will contact you**

Currently, when you join the Bradford Civic Society, we add your name to our mailing lists and then keep you informed of the Society's activities. As a minimum, we will continue to contact you about your membership of the Society and to remind you of when your subscription is due.

In addition, we will continue to tell you about our events and activities unless you ask us to stop.

We may also inform you about events and activities organised by other organisations in and around Bradford from time to time where we think the events will be of interest. Likewise, where there are important district consultations on matters that may be of interest to members, we may send information via email.

We will use our judgement and discretion to decide which events not organised by us that we tell you about.

We will usually only contact you in the way we do now. This will usually be by email (if you have provided us with an email address) or by post. People who have provided us with an email address will receive information from us more frequently than people who have only provided us with a postal address. (This is based primarily on the costs of printing and postage but can also be due to the fact that we sometimes receive information from others at very short notice and there isn't time to issue postal communications to members.)

Very rarely, we may need to contact you by telephone but this would usually only be to let you know about late changes to our events where an email or letter may not reach you in time.

This privacy policy was updated on 25 April 2018.

For more information, please contact us via email at [bradfordcivic@outlook.com](mailto:bradfordcivic@outlook.com) or write to us at the address below.

### **Bradford Civic Society**

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Thank you for reading.