



DATA PRIVACY NOTICE

Worthys Local History Group



1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Worthys Local History Group (WLHG) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Worthys Local History Group complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To administer membership records;
- To maintain our own accounts and financial records;
- To inform you of news, events and activities organised/run by the WLHG.

Necessary personal data is required to run the WLHG. The WLHG will store your data in accordance with this data privacy policy. Your data will be deleted from the WLHG's records as stated above in (3), if you request this.

4. What is the legal basis for processing your personal data?

- For current and past members, and other individuals who have a relationship with the WLHG, we rely upon our legitimate interests to keep you informed about news, events and activities.
- For third parties and non-members who have an interest the WLHG, we will obtain consent to keep them updated about news, events and activities where appropriate.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the WLHG for purposes connected with the WLHG.

Only members of the WLHG Committee have access to membership lists and associated contact details.

Email communication from WLHG committee members informing members of news, events and activities will be sent in such a way that email addresses (other than the sender) are not visible to the recipients.

We will only share your data with third parties outside of the WLHG with your consent.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the Information Commissioner's guide. The current policy is to retain information for 2 full financial years after the last transaction.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which WLHG holds about you;
- The right to request that the WLHG corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for WLHG to retain such data;
- The right to withdraw your consent to the processing of your data at any time;
- The right to request that the data controller provide the data subject with his/her personal data.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office;

8. Further processing

If the WLHG should wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing of your data.

9. Contact Details

To exercise all relevant rights, queries or complaints please in contact a WLHG committee member (Jane Wheeler administers the Newsletter: wlhg.jane@gmail.com or tel. 01962 881401) or alternatively the Chair of the group:

WLHG Chair: Karen McCleery
Email: wlhg.chair@gmail.com
Tel.: 01962 808101.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

