



WARWICKSHIRE INDUSTRIAL ARCHAEOLOGY SOCIETY: PRIVACY STATEMENT

The Data Protection Act 2018 that will enact the EU General Data Protection Regulation (EU) 2016/679 into UK law requires the Warwickshire Industrial Archaeology Society (the 'Society') to publish a '*privacy statement*' to state what 'Personal Data' is collected by the Society and the use to which it is put.

We will respect your privacy and ensure that all Personal Data provided to the Society is lawfully processed and held in accordance with the Act. Personal Data is deemed to be any information that identifies a living individual.

1. The Society is an unincorporated association, designated as a 'charity for tax purposes' by HM Revenue and Customs.
2. The data controller's representative is the Membership Secretary, Mrs Sue Hammon, 17 Knightcote Drive, Leamington Spa, CV32 5FA
3. The Society may collect your Personal Data when you join the Society, and/ or renew your membership, comprising your name, postal address, telephone number(s) and email address (if provided)

We will only use this information to:

- A. Administer the Society's affairs;
- B. Inform you about the activities of the Society, and
- C. Maintain records required for HMRC Gift Aid purposes.

The 'lawful bases' for holding and using your Personal Data are:

1. the 'legitimate interests' of the Society in respect of 'A' and 'B' above; and
2. the 'legal obligation' of the Society in respect of 'C' above;
4. The legitimate interests of the 'data controller' are to:
 1. Advance the study of the industrial archaeology pertaining to Warwickshire, including that part of the West Midlands which was formerly part of Warwickshire (Coventry and Solihull).
 2. Afford opportunities for public education in industrial archaeology.
 3. Assist in the maintenance of the industrial archaeology records of Warwickshire.
 4. Publish and circulate information and research concerning the industrial archaeology of Warwickshire; and
 5. Use its influence to promote the study of industrial archaeology.

This requires effective administration of the Society's affairs and communication with all members of the Society.

5. Committee members of the Society from time to time will have access to your Personal Data.
6. We will not disclose your Personal Data to another person or organisation unless either:
 1. We are required to do so by law, or
 2. You have consented to such disclosure.
7. You will be asked to give your consent specifically to disclosing your Personal Data to other Society members on the membership application form or renewal form. At every annual renewal, this consent will be sought again. Any other consent will be sought separately.
8. Your Personal Data will not be transferred outside the UK.

9. Personal Data processed for any purpose shall not be kept for longer than is necessary for that purpose.

The Personal Data of former members will be erased, subject to the 'legal obligations' of the Society to HMRC.

Your payment details will only be held until the completion of the transaction for which these details were provided.

- 10 You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your Personal Data, please contact the Society's Membership Secretary. We will respond to your request within a month. We will not charge you for complying with such a request unless the request is 'manifestly unfounded or excessive'; we may charge a reasonable fee if further copies are requested.
- 11 We want to make sure that your Personal Data is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.
- 12 Where you have provided consent for your Personal Data to be shared with other Society members, you have the right to withdraw such consent at any time by informing the Controller's representative by letter or email.
- 13 If we are unable to resolve any complaint you have about the Society's use of your personal data, you have the right to complain to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113 (local rate), or 01625 545 745 if you prefer to use a national rate number.
- 14 The provision of Personal Data is part of a statutory requirement to maintain records of Gift Aid donors; the Society may be required to provide this data to HMRC.
- 15 No automated decision making will be carried out.
- 16 For further information on how your Personal Data is used, how we maintain the security of your Personal Data, and your rights to access information we hold on you, please contact the Society's Membership Secretary.
- 17 We keep our privacy statement under regular review and we will publish any updates on the Society's website.
- 18 This privacy statement was last updated on 25th May 2018.