



The Parson Woodforde Society

registered charity no. 1010807
www.parsonwoodforde.org.uk

Data protection notice

6 November 2024

This is a slightly amended version of the Society's data protection notice first published in the *Parson Woodforde Society Journal*, vol. 51, no. 2 (August 2018), pages 47–8 and available to read and download from the Journal page of this website.

New Data Protection Regulations (GDPR) had come into force in May 2018.

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 Parson Woodforde Society ('the Society') is the data controller; contact details are given below. This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Society complies with its obligations under the GDPR by keeping personal data up to date; by storing it electronically or on paper 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 enable us to meet the aims of the Society;
- To administer membership records;
- To maintain our own accounts and records (including the processing of gift-aid applications)
- To inform you of news, events and activities of the Society.

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

- Explicit consent of the data subject so that we can keep you informed about news, events and activities and we can process your gift-aid donations.

5. Sharing your personal data

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

6. How long do we keep your personal data?

Specifically we retain the membership records while it is still current. Gift-aid declarations and associated paperwork are kept for up to six years after the calendar year to which they relate.

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 the Society holds about you;
- The right to request that the Society 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 the Society to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioner's Office; the contact details are below.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this data protection notice, 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.

9. Contact details

To exercise all relevant rights, queries or complaints please in the first instance contact the Society's Membership Secretary, Diane McKay, at 68 Hillside Road, Beeston, Nottingham NG9 3AY or by phone on 0115 925 0734.

You can contact the Information Commissioner's 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.