



HERITAGE CIRCLE GDBP POLICY

Contents:

Who 'We' Are:

We are the Heritage Circle established in 1988 forming a history group in Rickingham, Suffolk as a community interest. If you have any questions relating to this policy or how we use your personal data they should be addressed to the Chairperson.

The Heritage Circle is run by a Committee of volunteers, none of whom receive any financial remuneration for their involvement.

What We Do:

- We book speakers to give talks to our members and visitors on a monthly basis.
- We do invite those who attend these meetings as visitors to join as members.

Legal Information:

Below are the terms and conditions which apply to the information contained in the pages of the www.heritagecircle.onesuffolk.net and publications by the Heritage Circle.

Copyright:

The information on the Heritage website may not be copied or adapted without the written permission from the Heritage Circle, other than making a personal copy for personal use.

Privacy Policy:

The privacy and security of your personal data is very important to the Heritage Circle. This policy explains how and why we use your personal information.

Overview:

The Heritage Circle respects and protects the privacy of anyone who visits the Heritage Circle website. We will never sell your personal data.

Our website may include links to other sites not owned or managed by us. We cannot accept responsibility for the privacy of data that may be collected by those websites.

Personal Data We Collect:

We may collect and record information that identifies you or which can be identified as relating to you personally. These may include for example, your name, address,

phone number, and email address which will be collected and used by us. This is the minimum of personal data that we need to fulfil our responsibilities relating to specific activities such as membership and advertising events.

You can give your personal information by filling in a membership form, signing a visitors' book or subscribing to receive emails.

This personal information you give us may include name, title, address, and phone number.

Personal Data Created by Your Involvement with Us:

Your activities and involvement with us will result in personal data as outlined above being created. We may keep copies of the correspondence.

Information from Third Parties:

We do not buy anonymous external data or combine external data with your personal data to build profiles.

How We Use Your Personal Data:

We will only use your personal data on relevant lawful grounds as permitted by the EU General Data Protection Regulation/UK Data Protection Act Privacy of Electronic Communication Regulation.

Personal data provided to us will be used for the purpose outlined in any fair processing notices in a transparent manner at the time of collection or registration, in accordance with any preferences you express. If asked by the police, or any other regulatory or government authority investigating suspected illegal activities, we may need to provide your personal data.

Your personal data may be collected and used to help us deliver our services. These may include:

- Essential communications – these are the communications we need to send to fulfil our commitments to you as a member. These include:
- Membership related mails

Updating Your Data:

We want you to remain in control of your personal data. Should you want to update or amend your personal data please contact the membership secretary or treasurer in writing.

In your correspondence please state clearly the changes that you would like us to make and include your full name and full address.

We aim to make the changes within 30 days of receipt.

The Right to Be Forgotten:

Under the terms of the GDPR you have the right to have your personal data erased. The request may be made in writing using our contact details identified above. We will respond within a month providing you with details of the data that we hold on you and the data that has been erased.

Accessing Information We Hold on You:

You have the right to see the data we hold on you. If you would like to exercise this right please contact us as described overleaf. Please provide the following details:

- The personal information you want to access
- The date range of the information you wish to access

You will need to provide us with identification that will help confirm your identity. If we hold personal information about you, we will give you a copy of the information in an understandable format together with an explanation of why we hold and use it. We will respond to your request within a month.

If you are not happy with our response please initially contact us again so we can resolve any problem or query. However you also have the right to contact the Information Commissions Office (ICO) if you have questions concerning Data Protection their number is 0303 123 113, or you can view their website www.ico.org.uk

Retaining Your Information:

We will only use and store your data for as long as it is required for the purposes it was collected for. If you have been a member of the Heritage Circle we will keep your data for the duration of your membership in order to service your membership. We are required to keep your data for 7 years after your membership ends.

How We Secure Your Data:

Data security is imperative to us to ensure that we keep our membership safe and we manage the data so as to keep it safe. We have processes to secure our computers and paper records to prevent unauthorised access to our records.

Disclosing and Sharing Information:

We do not sell, rent or barter your personal information for use by other individuals or organisations.

Personal data collected and processed by us may be shared with the following groups where necessary:

- Heritage Circle committee and volunteers
- IT infrastructure providers who host the website and provide IT support in respect of the website.

We may also disclose your information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligations.

Storage of Information:

We are based in the UK. Some organisations which provide services to us may transfer data outside the European Union Economic Area. We only allow this if your data is adequately protected.

Links to Other Websites:

Our website contains links to other websites. If you follow these links to any of these sites, please note that these websites have their own privacy policies and we do not accept any responsibility or liability for these policies. It is prudent to check their policies before you submit any personal data to these websites.