



**President : Anthony Tavernor Esq.**

### **DATA PRIVACY NOTICE**

The law relating to data protection has changed. From 25 May 2018, this change affected all organisations in the UK, including businesses, charities (such as civic societies), and local clubs. From this date, a new EU regulation called the General Data Protection Regulation (GDPR) came into force. The UK will continue to apply this regulation after the UK leaves the EU. As a charity, recognised by HMRC, the Society will be legally required to review and refine how it collects, holds, processes and uses the data it holds about its members.

The statement below sets out how we use and protect the information we have.

#### **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?**

Menai Bridge and District Civic Society (MB & DCS) 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?**

Menai Bridge and District Civic Society (MB & DCS) 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 fundraise and promote the interests of the charity;
- To manage volunteers' offers of help;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events, activities and services running locally

#### **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, activities and services and keep you informed about events.

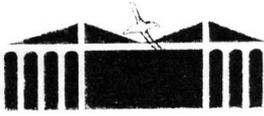
Processing is necessary for carrying out legal obligations in relation to Gift Aid

Processing is carried out by elected Officers of the Society; the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and

There is no disclosure to a third party without consent.

#### **5. Sharing your personal data.**

Your personal data will be treated as strictly confidential and will not be shared with other members of the Society.



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#### **6. How long do we keep your personal data?**

We keep data in accordance with the requirements of gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; and registers of members for two years.

#### **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 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, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]

The right to lodge a complaint with the Information Commissioners Office.

#### **8. Further processing**

If we 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.

#### **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Treasurer, Mrs R. Hufton, Menai Bridge and District Civic Society, Glan Menai, Beach Road, Menai Bridge, LL59 5H or any Committee Member.

You can contact the Information Commissioners Office at

Information Commissioners Office, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Telephone: 029 2067 8400

Fax: 029 2067 8399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)