

FRIENDS OF ABINGDON CIVIC SOCIETY

PRIVACY POLICY IN ACCORDANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR)

When you become a member of the Friends of Abingdon Civic Society (“the Society”), we collect certain items of your personal data and store and use it under the “legitimate interests” section of the GDPR’s provisions for “lawful bases for processing”. We collect, store and use your data as follows:

Data type	How collected	How stored	How processed/used
Your name, postal address, email address and telephone number. For under-30 members we also ask for date of birth.	Via membership forms (paper and digital) which members complete themselves and send to the membership secretary by post or email.	Digitally in the membership database which is held on the personal laptop of the Membership Secretary. Access to this laptop is password protected. A copy is kept on the personal laptop of the Chair and/or Secretary, which is also password-protected. Data received by post are also stored in a manual filing system held in the home of the Membership Secretary. Email addresses are also stored in the “Mailchimp” programme on the webmaster’s PC (password protected).	Name, postal address and email address are used to send, electronically or by post, newsletters, e-bulletins, notices of General meetings, membership subscription reminders and occasional notifications of events of interest. Newsletters and bulletins will not be sent to members who have opted out of receiving them. Phone numbers are occasionally used to clarify particular queries with members. Where specific consent has been given, postal and email addresses may be used to send out fund-raising communications. None of this information is shared with anyone outside the Society, other than as required to meet statutory or regulatory requirements.
Payments made by members – membership subscriptions and	a) Membership payments made by members themselves by cash or cheque and sent to the Membership Secretary or	a) Amounts and dates of payments are recorded in the membership database which is held on the personal laptop of the Membership Secretary. Access to this laptop is password protected. A	The individual records are used to check that members have paid their annual subscriptions.

payments for events	<p>by bank transfer direct to the Society's account.</p> <p>b) Payments for events are made by members themselves by cash or cheque and sent either by post or electronically to the event organiser or by bank transfer direct to the Society's account.</p> <p>c) Booking forms for events are completed by members and sent to the event organiser electronically or by post.</p>	<p>copy is kept on the personal laptop of the Chair and/or Secretary, which is also password-protected.</p> <p>b) A record of the payment is kept by the event organiser in hard copy and/or digitally until the accounts for the event are completed.</p> <p>c) Booking forms are kept by the event organiser in hard copy and/or digitally until the accounts for the event are completed.</p>	<p>Details of the amounts and purpose are passed to the Society's Treasurer for use in compiling the Society's financial accounts.</p> <p>None of the information is shared with anyone outside the Society other than as required to meet statutory or regulatory requirements.</p>
Gift Aid declarations	Via paper forms which members complete themselves and send to the Membership Secretary by post.	<p>The fact that the member has signed a Gift Aid declaration is stored digitally in the membership database which is held on the personal laptop of the Membership Secretary. Access to this laptop is password protected. A copy is kept on the personal laptop of the Chair and/or Secretary, which is also password-protected.</p> <p>The original signed declaration is stored in a manual filing system held in the home of the Membership Secretary.</p>	<p>The digital record of the member's Gift Aid declaration allows the Society to make an annual claim from HMRC. The original signed paper declarations are stored in case HMRC question any part of the claim.</p> <p>None of the information is shared with anyone outside the Society other than as required to meet statutory or regulatory requirements.</p>

- Membership data is controlled and processed by the Membership Secretary who can be contacted at membership@abingdoncivicsociety.org.uk.
- You can ask to see what data we hold on you by contacting the Membership Secretary.
- If you no longer wish to be a member of the Society you can ask for your data to be removed from our digital and manual filing systems by contacting the Membership Secretary.
- For more information on the General Data Protection Regulation see <https://ico.org.uk/your-data-matters/>