



Southwold Museum & Historical Society

General Data Protection Regulation

Privacy Notice – Membership Information

Introduction

The Southwold Museum & Historical Society holds personal information about members in order to be able to communicate with them. This notice explains what information is held, what is done with it and members rights relating to it.

Information and Processing

The information held is members name and address and it is a requirement of being a member that the Society holds this information. Additionally, a telephone number and email address can be also be held. The information is provided by the member when applying for membership and updated when the member informs the Society of a change.

The information is held, processed and updated by the Society's Membership Secretary.

The purpose of holding the information is to enable the Society to contact its members. It is used to print address labels and address emails. Additionally, members may be contacted individually in relation to an activity of the Society.

The Society is a charity and processes the information to give members information relating to the Society's aims, interests and activities.

Personal information is only held on members while their membership is valid and is deleted on leaving unless there is a legal requirement to continue to hold the data.

Personal information is not passed to, or shared with, any other organisation or individual.

Right of Access

Members have the right to contact the Membership Secretary by telephone, email or letter to find out what information is held and what processing has taken place. The information will be provided free of charge and will be provided within one month.



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Right to rectification

Members have the right to inform the Membership Secretary of information needing rectification. The Membership Secretary will correct the information within one month.

Right to erasure

Members can at any time request for their personal information to be erased. They should contact the Membership Secretary in writing by email or letter and the data will be erased except where there is a legal obligation for it to be kept. Erasure of information will terminate membership.

Right to restrict processing

Members can at any time request that they are not contacted by telephone or email. They should contact the Membership Secretary in writing by telephone, email or letter and the appropriate data will be erased.

Right to data portability

Members can at any time request that they are sent a copy of the information held by the Society on them. The information can be provided as a printed document or as a Word or Excel file. They should contact the Membership Secretary in writing by telephone, email or letter stating how they would like the information.

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