



PRIVACY POLICY

Here at **The Chesham Society** we process personal data for 2 main reasons:

1. To manage our membership
2. To inform interested parties of what is going on at **The Chesham Society**

Who we share information with:

We will not share your information with any third parties UNLESS

- (i) it is necessary in the performance of our contractual obligation to you;
- (ii) they are a third party data processor acting on our instruction.

Members

The Chesham Society is the data controller for the information you provide for the duration of your membership unless otherwise stated. If you have any queries about the process or how we handle your information please contact us.

Our lawful basis for processing the information is:

(f) Legitimate interests: the processing is necessary for the legitimate interests of **The Chesham Society** or the legitimate interests of a third party unless there is a good reason to protect your personal data which overrides those legitimate interests.

When you become a member we collect your contact information such as name, address, email address and telephone number. If you have chosen to pay your subscription via direct debit we will also process your bank details.

If you are a tax payer and have agreed that we claim 'gift aid' we will continue to process your physical membership application form where appropriate.

If we ask for any other information in relation to an event we are hosting which you are attending, i.e. dietary preferences, we will not hold that data for any longer than is necessary to provide for that single event.

We do not process any special category data or criminal offence data.

Where we store your personal data

Our membership database is accessed by appointed members of the committee who use a third party processor.

Use of data processors

Data processors are third parties who provide a service. We only use Mailchimp as a third party processor and have a contract in place with them to provide that service. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

How long is the information retained for?

The payment and gift aid data we hold is only for the duration of your membership after which time your data is securely destroyed. We will continue to process your contact information to send you news of about [The Chesham Society](#) and partners until you opt out from receiving it.

Visitors to our website

We do not use cookies on our website so do not track any personal information about visitors to our website.

Updating your personal information

You can update your personal information at any time, and change your marketing preferences. To do this please email us at membership@cheshamsociety.org.uk

Your Rights

Under current UK data protection legislation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>