

Shropshire Archaeological and Historical Society

Data Privacy Notice

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").

Who are we?

The Shropshire Archaeological and Historical Society (hereafter The SAHS) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

How do we process your personal data?

The SAHS 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 technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records;
- To raise funds and promote the interests of the charity
- To maintain our own accounts and records (including the processing of gift aid declarations);
- To send you our annual Transactions.
- To inform you of news relating to the archaeology and history of Shropshire
- To inform you of activities and events organised by the SAHS and other bodies, local and national of archaeological and/or historical interest in which you may be interested.
- To operate the SAHS web site and deliver the services that individuals have requested.

What is the legal basis for processing your personal data?

- Explicit consent of the data subject is required so that we can keep you informed about news, activities and events of archaeological and/or historical interest, send you the copy of the annual Transactions to which your membership of the Society entitles you, and process your gift aid declarations.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with the members and officers of the SAHS Council. We will not share your data with third parties.

How long do we keep your personal data?

We keep your personal data whilst you retain membership of SAHS and up to 3 years after in order to deal with any residual issues. We keep gift aid declarations and associated paperwork for up to 7 years after the tax year to which they relate.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the SAHS holds about you;
- The right to request that the SAHS corrects any personal data 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 SAHS to retain such data;
- The right to withdraw your consent to the processing at any time;
- 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 lodge a complaint with the Information Commissioner's Office.

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.

Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact the Membership Secretary Miss P A Ward at 1, Crewe Street, Shrewsbury, SY1 2HQ or email sahsmembership@gmail.com

You can contact the Information Commissioner's Office on 0303 123 3113 or by email at <http://ico.org.uk/global/contact-us/email> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

PROVIDING CONSENT

With the GDPR, it is important that you provide explicit consent for SAHS to contact you under the above policy.

To do this download and print this [consent form](#), complete it and send it or email it to the address shown above.