**Royal Tunbridge Wells Civic Society**

PRIVACY STATEMENT

The General Data Protection Regulation made by the European Union requires all bodies holding personal data to document their data policies and to explain these policies to those whose data they hold. The statement has been prepared by the Civic Society to fulfil that requirement.

*The data we hold*

The Society holds:

* The name and address of every member; the telephone number of most members; date joined
* Details of your last two subscriptions; amount and method of payment
* The bank details of new members who pay their subscriptions by standing order until the first payment under the order has been made, when these details are deleted from the Society’s records
* Gift aid authorisation where this has been given by a member (HMRC requires the Society to keep this information)
* The e-mail addresses of members who have agreed to be contacted by this method
* The contact details of other people with whom the Society has dealings, including speakers at our meetings.
* The data is retained while you are a member and for up to a year afterwards

*The use made of this data*

We use this data to facilitate the running of the Society:

* Names and addresses are used to deliver copies of the Society’s periodic newsletters.
* It is also used to remind members who have omitted to renew their membership
* E-mail addresses are used to send reminders of meetings and visits, to survey our members’ opinions, to provide information and/or ask for your help on a topic which we feel is too important to be left until the next newsletter
* Bank details are used to set up payment of subscriptions for members who pay by standing order. Gift aid authorisations are used to recover tax on members’ subscriptions.
* Contact details of non-members are used to enable the Society to communicate with those with whom it does its business.

*The basis on which we hold data under the General Data Protection Regulation*

We hold data on the lawful base of “Legitimate Interests” under Article 6(1)(f) of the Data Protection Regulation. Our interest in the data is that we need it in order to communicate with our members and to provide them with the service to which they are entitled from having joined the Society.

*Our data policies*

Our policies on the holding of data about our members are:

* We hold only data which our members have given us in order to facilitate their membership
* We do not hold any other data about our members
* We will not share our members’ data with any third party
* We use our members’ data only for the purposes for which they have given it to us
* You have the right to see a copy of the information we hold about you

*How we store data*

Access to our members’ data is limited to the Chairman, Membership Secretary and Communications Officer. It is held on a password-protected spreadsheet in our Microsoft Cloud account. Those people who deliver the Society’s newsletter will see the relevant names and addresses.