

The Decimus Burton Society

Privacy Policy

We at The Decimus Burton Society value your privacy and are committed to protecting it. The Society is the 'data controller' of the personal information which you give us. Although we are not a registered charity, we follow the guidelines of the General Data Protection Regulation (GDPR), which came into force on 25th May 2018.

This Privacy Policy is intended to fulfil the Society's obligations under the GDPR with regard to providing you with information on how we process your personal information, how we use it, and what your rights are in relation to it.

Information that we collect:

a) Members

The Society holds the following personal information about you: Name, Contact details (including postal addresses, phone numbers and e-mail addresses), and some financial information (to process payments for membership for example). We may also collect signatures (on paper forms) or photos in some instances (e.g for publication in newsletters, websites and archives).

Obtaining your personal information: This information has either been given by you, typically by e-mail, phone, post, on line forms, paper forms, excel and word documents and pdf documents (scans), or from sources that are in the public realm.

The legal basis for the Society using your personal information: We have clear and legitimate interest in the proper administration of the Society, as well as in fulfilling our contractual obligations to you as a member. Consequently, your personal information that we have collected, may be used for the following purposes: the administration of membership, and claiming gift aid where applicable, as well as to communicate with you on membership related matters.

b) Non-Members

The Society also holds personal information on non-members who communicate with the Society in various ways. For example, we may use this personal information to communicate with non-members who have paid for publications, talks, events and newsletters. These details are held alongside our membership database for a year after the last transaction. The financial information relating to purchases is retained for a period as necessary for accounting purposes (in such cases, the information is made anonymous).

How long we keep your personal information for:

The Society keeps your personal information for as long as it is necessary for each purpose we use it for. For example, we retain your personal information for as long as you are a member, and for six years after your last purchase/interaction with us (for accounting purposes).

Sharing your personal information with others:

The Society will never share or sell your personal information without your consent, or unless required to do so by law. We may, for example, be required to share your information with the following – HMRC, our bank to collect subscriptions, our website host and support services, and mailing services we might from time to time use for sending you our magazine or publications.

Your rights in relation to your personal information:

You have certain rights in relation to the personal information the Society holds on you. You can, for instance:-

Request access to your information and to be informed how the Society processes it; request that Society amends incorrect information or complete incomplete information about you; request that the Society erase your personal information; request that the Society restricts the processing of your information; receive from the Society the personal information we hold on you which you have either provided to us or which we have obtained from another source (in which case, the source); object to the Society processing your personal information.

You can exercise all these rights free of charge. Please note, however, that these rights are not absolute and the Society may be entitled to refuse requests where exceptions apply – for example if your information is needed for the lawful purposes set out in this Privacy and Data Protection Policy.

Contact and further information:

If you have any questions with regards to this Privacy Policy, please contact the Society via the contact page on our website.

If you have any concerns about the way we handle your personal information, you can contact the Information Commissioner's Office at ico.org.uk/concerns or call its helpline on 0303 123 1113. You can find out more about your rights under data protection legislation from the Information Commissioner's Office website at ico.org.uk.