

Chaddesden Historical Group

How we use your data

- 🕒 The Chaddesden Historical Group uses your personal data (the information you give to us) to manage and administer your membership and your involvement with the group, and to keep in contact with you for these purposes.
- 🕒 Where we rely on your consent, such as consent sought for contact, then you can withdraw your consent at any time. We will not seek your consent for marketing purposes as we will not use your data for this. In addition, your personal data will never be passed on or sold to third parties.

What does this policy cover?

This policy informs you how the Chaddesden Historical Group will make use of the data we collect in relation to our members.

It also informs you of your data protection rights, including the right to object to some of the processing which we carry out.

We reserve the right to amend this policy from time to time without prior notice. You are advised to regularly check our website <https://www.chaddesdenhistorygroup.co.uk/admin/gdpr.pdf> or a printed copy, which is available at our monthly meetings, for any amendments.

We will always comply with the General Data Protection Act (GDPR) when dealing with your personal data. Further information on GDPR can be found at the website of the Information Commissioners Office (www.ico.gov.uk). For the purposes of GDPR we will be the controller of all personal data relating to you.

What information do we collect?

We collect and process personal data from you when you join and when we carry out annual membership renewals. This includes your:

- 🕒 Name
- 🕒 Address
- 🕒 Phone numbers
- 🕒 Emergency contact(s) name(s) and phone number(s)

How do we use this personal data, and what is the legal basis for this use?

We process this personal data as required by the group, to conduct day to day management and pursue our legitimate interest. This means using the data to manage and administer your membership, including but not limited to:

Managing and administering your membership and your involvement with the group, contacting you regarding any meeting, internal or external event that the group organises, or is involved in.

Note that during any meeting or internal/external event photographic images may be taken. These may be used for photographic displays and our website and Facebook page.

We may respond to requests by any emergency service in response to any emergency, or as part of an investigation.

Your rights

You have rights under the GDPR to:

- 🕒 request a copy of your personal data
- 🕒 be provided with information about how your personal data is processed
- 🕒 have your personal data corrected
- 🕒 have your personal data erased in certain circumstances
- 🕒 object to, or restrict how your personal data is processed

To exercise any of these rights, you can get in touch with us using the details set out below. If you have concerns that cannot be resolved, you have the **right to complain** to the Information Commissioners Office using the following contact details;

<https://ico.org.co.uk/concerns/>

Tel 0303 123 1113

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

How can you contact us?

We hope that we have satisfied you about how your personal data is processed and retained. If, however you have concerns you can contact the secretary via your current group programme card

How long will we retain your data?

We retain your data for as long as **you are an active member and for up to 1 year after this.**

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