

TONBRIDGE HISTORICAL SOCIETY

DATA PROTECTION POLICY

The Tonbridge Historical Society is a charitable organisation with more than 150 members. The Society was founded in 1960 to provide a focus for local people with historical interests. It is concerned with national history and with archaeology, as well as with the history of Kent and the local area.

The General Data Protection Regulation (GDPR) requires all bodies holding personal data to document their data policies and to explain these policies to those whose data they hold. This statement has been prepared by the Historical Society to fulfil that requirement.

The data we hold

The Society holds:

- The name and address of every member
- The telephone numbers of most members
- The bank details of 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 wish to be contacted by this means
- The contact details of other people with whom the Society has dealings, including speakers at our meetings.

The use made of this data

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

- Names and addresses are used to send copies of the Society's twice yearly newsletters which include our programme of meetings.
- These are also used to remind members who have omitted to renew their membership
- E-mail addresses are used to send reminders of meetings and to circulate news of events in Tonbridge

- 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.
- If a member decides not to renew their membership, or their membership of Tonbridge Historical Society lapses, all their personal information will be deleted from all retrieval systems (electronic or paper hard copy) within 24 months of their membership ending.

The base 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 GDPR. 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.

How we store data

Access to our members' data is limited to those officers of the Society who need to use it. It is held on a password-protected digital database of which these officers have copies.

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