

WELLS CIVIC SOCIETY (Charity No. 208574)
Privacy Policy 2018

Personal Data and the Wells Civic Society

Personal data is protected by the Data Protection Act and, from 25th May 2018, the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) and the Privacy and Electronic Communications Regulations 2016 (PECR).

Personal information (as indicated below) supplied by members to the WCS will be kept on file and stored securely; these data will be deleted once they are no longer relevant. Paper copies of Membership Application forms and Lists of Members (which includes addresses) will be kept securely, for historical purposes

Members

Membership Application (or Membership Renewal) and Gift Aid forms request some Personal Data and the applicant's preferred means of communication.

Personal Data

These data include title, name, address, post-code, telephone numbers, email address (optional). This information is required to allow members to be kept abreast of the activities of the society. These data will be stored securely.

Accessibility

The WCS will allow members' information to be used as required by law (eg HMRC for Gift Aid). The WCS does not share members' information with other companies or charities for marketing purposes.

Members have the right to access a copy of the information the WCS holds about them obtainable, subject to proof of identity, from the WCS membership secretary, or Mem_Sec@wellscivicvoice.org.uk.

Members have a right to object to the ICO (Information Commissioners Office) if they feel that the WCS is not handling their data in a satisfactory manner.

Communication

The WCS asks members to provide their formal consent to receive their communications either electronically or by hard copy through the post.

We will use a member's personal data to send:

- **WCS Newsletter** – will be sent electronically or by post, as members choose
- **AGM** - information will be sent electronically or by post, as members choose
- **Subscription** information and application form is available online or by post. Members will be informed (by e-mail or post) when there is a change in subscription rates
- **Subscriptions via Standing Order** – members completing the form should themselves return it to their banks. Thus the WCS holds no record of any member's bank details.
- **Gift Aid** – personal details of members are sent to HMRC (title, name, address and postcode) to enable the WCS to reclaim UK tax on subscriptions and donations made under Gift Aid. HMRC requires the WCS to retain information about this declaration for seven years.
- **News of WCS events** – e.g. Art 360, lectures etc will be circulated electronically to members who wish to receive communications by email.

Note: With the exception of notices for AGM or SGM members can opt out of any/all of WCS communications at any time by contacting the membership secretary.