**Spen Valley Civic Society – Privacy Policy**

The Society takes all reasonable steps to ensure that the personal data it collects about its members is treated confidentially.

1. **What is ‘personal data’?**

In this context, personal data is any information about you which allows us to identify you.

The Society keeps the following personal data about you:

Your name and title

Your address

Your phone number and/or mobile phone number where you have provided one

Your email address where you have provided one

Details of membership subscriptions you have paid

Details of any events you may have attended and payments you have made

Details of any dietary requirements you have told us about when booking events where food is served – we usually only keep this information in the run up to an event and pass the information on to the caterers for the event.

In addition, we may have retained emails that you have sent us to book events or ask questions about the Society and its activities.

1. **How do we manage your personal data?**

Personal data is stored on a laptop operated by the Society’s Secretary. Membership records are stored securely. They are password protected and regularly backed up.

Some of our records, such as membership forms, are also retained in paper format and are held under lock and key by the Treasurer.

We keep the information for as long as we deem necessary within the remit of the legislation. Membership details will be retained for as long as you are a member. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC or from grant-making organisations about our income.

We only use the information we keep to help us to administer the functions of a membership-based organisation and to notify you of our latest news, activities and events. We may occasionally also tell you about events organised by others that we think may be of interest, but we will not pass on your information to third parties without your permission unless we are required to do so in law.

1. **Your rights**

You have a right to ask us to tell you what information we hold about you at any time. You can do this by contacting us via our website at [www.svcs.org.uk](http://www.svcs.org.uk)

You also have the right at any time to correct any information we hold about you which is incorrect or out of date. You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you have made to us (and what for) even after your membership ends.

1. **How we will contact you**

When you join the Society, we will confirm your membership and give you a receipt for your membership fee. After that, we will remind you when your subscription is due in April each year. We will regularly tell you about our meetings and activities and we ask you to give us consent to do so by ticking the box on the consent form. We will then send you regular updates unless you ask us to stop. We will also tell you about civic society related events organised by other organisations within the movement such as Civic Voice, the Yorkshire and Humber Association of Civic Societies (YHACS) and other civic societies in the local area.

We may also inform you about events and activities organised by other organisations in and around the Spen Valley (eg, Spen Valley Historical Society) where we think the events will be of interest. We will use our judgement and discretion to decide which events not organised by us that we tell you about.

We would prefer to contact you by email as this helps to keep costs down and means we can send you more information that we can if you only want to hear from us by post.

It would also help us if you can give us consent to contact you by telephone. We will only do this exceptionally, for example, if we need to tell you about late changes to our events where an email or letter may not reach you in time.

Please keep a copy of the new policy for your records.