



Towton Battlefield Society: Membership Privacy Statement

- **Who Are We**

Towton Battlefield Society

Registered Charity Number: 1043080

The Towton Battlefield Society (TBS) is a charity run by enthusiastic members and as such we value our membership. We invest in our membership by providing a website, monthly newsletters, a bi-annual magazine called the Herald, lectures, Palm Sunday Archers, guided battlefield walks, a tapestry group, and an associated living history group called the Frei Compagnie.

The new General Data Protection Regulations (GDPR) come into force in May 2018, and through our membership privacy statement we will explain how we collect, store, manage and protect member's data. It will also outline the type of data we hold and how we use it to provide services to our membership.

- **Personal Data We Collect**

We maintain a record of all current paid up members and past members who have had a financial transaction with us during the past seven years.

The data we store and process may include:

1. Name and title.
2. Contact details such as postal address, email address and possibly telephone number.
3. Records of membership fees paid.
4. Records of communications sent to members by the Committee and received from members.
5. Information on member's engagement in meetings, events, groups and networks.
6. Information relating to gift aid for seven years.
7. Cookies on our website

We do not store any credit/debit card details.

- **How We Use Your Data**

Unless you have requested otherwise, we will use your data via mail, email and social media:

1. Sending the monthly newsletter and the bi-annual Herald.
2. Notification of TBS events and other events related to TBS.

The website is hosted by a third party on a secure server and does use cookies. We may use tools to help us monitor and improve the effectiveness of the TBS's communications with you. We may also monitor visits to our website and Facebook page, and use tools such as Google Analytics to improve our website and services.

- **Storing And Protecting Your Data**

We are committed to holding your data securely and treating it with sensitivity. All data is held securely in accordance with the Data Protection Act 1998. Your data is held on databases hosted on secure private PCs under the control of the Chairperson, Secretary, Treasurer and other members of the committee who require access to this data to perform their roles. Access to each database is limited to the holder of that database. We will not disclose your data to individuals, organisations or other entities outside of the TBS, unless we are required to do so by law or order of a court.

- **We Do Not Trade Or Sell Data With Any Other Organisation**

Although most of the information we store and process stays within the UK, some information may be transferred to other countries in an encrypted form as a secure backup facility. We may also hold data for individuals who are outside the European Economic Area (EEA) and where these countries do not have similar data protection laws to the UK, we will ensure we provide an adequate level of protection in accordance with the UK data protection law.

- **Your Rights**

We consider our relationship with our membership to be long term and we will use member's details whilst they remain a member. We will always ensure that the data we hold for members is up to date, reasonable and not excessive. Members will always have the right to:

1. Subject Access Request allows a member to obtain a copy of the data we hold about them, how it is being processed, the reason it is being processed, whether it is shared and the source of the data.
2. Update or amend the data TBS holds about a them.
3. Change their preferred communication preference at any time.
4. Ask us to remove their personal data from our records, excluding information the TBS is legally obliged to retain.
5. Object to the processing of their information for any of the purposes outlined above, including opting out of all communications from us, excluding communications TBS would be legally obliged to send.

Members will not be charged a fee for a Subject Access Request unless the request is manifestly unfounded, excessive or the individual makes multiple requests.

- **Updates**

We regularly review our privacy policy and may make changes from time to time. We will always publish our policy changes on the TBS website.

- **How To Get In Touch**

You can contact us via email at:

Chairman@towton.org.uk

Or via post at:

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