



THE
BLACKHEATH
SOCIETY

Data Privacy Notice

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the GDPR).

2. Who are we?

The Blackheath Society (the Society) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The Society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following legitimate business purposes of the Society:

- To send you emails and contact you by post:
 - To inform you of current issues, news, events and activities affecting Blackheath and its surrounding areas;
 - To send you invitations to attend our full range of events;
 - To send you our seasonal newsletter outlining our achievements, current issues, facts from Blackheath history and news on past and future events; and
 - To fundraise and promote the interests of the Society; and
- To maintain our own accounts and records (including the processing of gift aid applications) and to manage our employees and volunteers.

4. What is the legal basis for processing your personal data?

Under the GDPR the Society processes your personal data for the specific purposes set out in paragraph 3 which are in our legitimate interests and help us to enhance the service we provide to you as a member of the Society.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with third parties.

6. How long do we keep your personal data?

Specifically, we retain membership data while it is still current and gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- To request a copy of your personal data which the Society holds about you;
- To request that the Society corrects any personal data if it is found to be inaccurate or out of date;
- To request your personal data is erased where it is no longer necessary for the Society to retain such data;
- The right to withdraw your consent to the processing at any time (opt out)
- The right to request that the Society provides you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability);
- Where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- To object to the processing of personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact details

To exercise all relevant rights and to raise queries or complaints please in the first instance contact the Society's Secretary Sacha Bright on 020 8297 1937 or via email at office@blackheath.org; or at the Society's Office, Studio 2, The Old Bakehouse, 11 Blackheath Village, SE3 9LA.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

The Blackheath Society

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