

Privacy Notice

provided by

Knowle Local History Society

c/o 17 Blackdown Road, Knowle, Solihull. B93 9HP

This privacy notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under the General Data Protection Regulation.

Please ensure you read this notice (sometimes referred to as a “privacy notice”) and any other similar notice we may provide to you from time to time when we collect or process personal information about you. This privacy notice contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

1. Who we are

Knowle Local History Society collects, uses and is responsible for certain information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

In this privacy notice, references to “we” or “us” means Knowle Local History Society.

2. Data Protection Principles

We will comply with the data protection principles when gathering and using personal information.

3. The personal information we collect and use

In the course of managing the Society we collect the following personal information when you provide it to us:

- Name, address, phone numbers and email address.

The provision of the above information is required from you to enable us to perform our duty in running the Society. We will inform you at the point of collecting information from you, whether you are required to provide the information to us.

4. How we use your personal information

We will typically collect and use this information for the following purposes:

- To communicate with the membership only.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material change to information we collect or to the purposes for which we collect and process it.

5. Who we share your personal information with

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party unless you give us your permission to do so.

6. Where your personal information may be held

Information is held by the Chairman, Membership Secretary and any other member of the Committee that needs it.

We have security measures in place to seek to ensure that there is appropriate security for information we hold.

7. How long your personal information will be kept

We will hold your information whilst you continue to be a member. On leaving your information will be archived.

8. Your Rights

Under the [General Data Protection Regulation](#), you have a number of important rights free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information
- access to your personal information
- require us to correct any mistakes in your information we hold
- require the erasure of personal information concerning you
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal information concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal information
- otherwise restrict our processing of your personal information in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individual's rights under the General Data Protection Regulation](#).

If you would like to exercise any of those rights, please:

- email, call or write to the Chairman letting us have enough information to identify you (e.g. full name and address).

9. Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

10. How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/or> telephone: 0303 123 1113.

11. Changes to this privacy notice

This privacy notice was published on 3rd October 2018 and last updated on 3rd October 2018

We may change this privacy notice from time to time, and when we do we will inform you.