

## Privacy Statement

1. The Regency Society of Brighton and Hove is a registered charity (number 210194). Details of its trustees are available on the society's website (<https://regencysociety.org>).
2. The society holds and processes personal data relating to its own members and to members of the public who attend its events and activities. The society's data controller is the chair of the trustees, who can be contacted via the society website (see 1 above) or by post (see below). The data protection officer is the membership secretary and can be contacted using the email address [membership@regencysociety.org](mailto:membership@regencysociety.org) or by post at 12 Abbotts, 129 Kings Road, Brighton BN1 2FA.
3. Personal data is used by the society to:
  - communicate with its members about its activities and its areas of interest
  - administer its members' subscription payments
  - administer the issuing of tickets for events
  - organise activities involving volunteers
4. Personal data is held on the basis of consent given by new members of the society or by members of public when they apply for or renew their membership or apply for an event ticket or offer to help the society as a volunteer. Data relating to existing members is held on the basis of the society's legitimate interest in communicating with its members and administering their subscription payments.
5. Those whose data is held by the society are entitled to view, amend, or require deletion of the personal information that the society holds about them. Requests for such action should be sent to the data protection officer (see 2 above). The society aims to reply to such requests within 6 weeks.
6. Personal data will only be used by the society for the above purposes and, with three exceptions (described below) will not be made available to anyone other than those involved in organising the above activities.
  - 6.1 Exception one: we use a third-party provider (currently MailChimp) to deliver newsletters, meeting notices and other information to those members who provide us with an email address. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For more information, please see MailChimp's Privacy Notice at <https://mailchimp.com/legal/privacy/>. A member who does not want their data passed to MailChimp can ask the membership secretary to remove their email address from the membership register; they will then only receive information from the society by post.
  - 6.2 Exception two: we offer people the opportunity to pay for membership subscriptions and event tickets using PayPal; we do not hold or process the data that people provide to PayPal when they make a payment; we do have access to some of that data, but not to card details. PayPal's privacy policy can be seen at <https://www.paypal.com/uk/webapps/mpp/ua/privacy-prev>.

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- 6.3 Exception three: each year the society publishes the names of all members (as at 31<sup>st</sup> December) in its annual report. Any member who does not wish their name to be published can inform the membership secretary who will withhold their name from publication.
  - 6.4 Exception four: when we receive payments by cheque, we deposit them in our account with the CAF Bank. Information on how the CAF bank protects personal data can be seen at <https://www.cafonline.org/privacy>.
- 7 Data about members is stored securely and processed by the membership secretary, the honorary treasurer and the communications co-ordinator, at their homes or offices. Occasionally and on a temporary basis, other trustees, who have taken on specific duties may store and process data about ticket holders and volunteers securely at their homes or offices. In the case of venue- and/or travel-based events data may also be passed to and processed by venue managers, travel agents and hotels.
- 8 Personal data relating to members will be deleted securely not more than twelve months after they cease to be a member, with the exception of names in copies of past annual reports held by the society (section 6.3 above).
- 9 Data held by the society relating to ticket holders will be deleted securely not more than three months after the end of the event to which their ticket relates or, in the case of cancelled or postponed events, not more than twelve months after the date of the cancelled or postponed event.
- 10 Data held relating to volunteers who are not members will be deleted not more than six months after the project on which they are working has ended.
- 11 On request (with reasonable notice) any person whose data is stored by the society may require the society to cease storing and processing it on the understanding that this may result in their ceasing to be a member or to be entitled to attend a ticketed event or to work as a volunteer. This excludes any names published in previous annual reports (see 6.3 above).
- 12 Anyone whose personal data is stored or processed by the society is entitled to complain to the Information Commissioner's Office (<https://ico.org.uk/>) if they believe that the society is storing or processing their personal data in a way that fails to comply with data protection legislation.

This statement was adopted by the trustees of the society on 17<sup>th</sup> April 2018 and reviewed on 15th September 2020. It will further reviewed as and when required.