

Malcolm Saville Society Data Privacy Notice

The Malcolm Saville Society collects and processes personal information about its members and, where necessary, personal information of the emergency contacts of members, in compliance with General Data Protection Regulation (GDPR). This information is gathered to enable the Society to provide its members with membership registration services, merchandise, books, and to support Society events.

How we obtain, control and process data

The Society obtains, controls and processes members' data by consent. On registering and creating their online account, or on completion of a joining form, or on purchase or loan of books or merchandise, members are asked to give consent for their data to be used for all or any of the following purposes:

- For membership services
- For the online shop
- For book purchases
- For the Society lending library
- For event registration/booking (and may include the provision of emergency contacts)
- For sharing with other logged-in members, according to individually stated permissions
- For the distribution of *Acksherley!* and Souvenir Programmes
- For Society newsletters, updates and other important information

How we use your membership data

- To administer membership of the Society
- To keep members informed of forthcoming events and news
- To facilitate voting activities with the Society
- To share with Society Event Organisers if you have expressed an interest in an event.

How we use event registration data

- To administer the event
- As part of any emergency incident response (for example to contact your next of kin)
- To organise hotel allocations or transport arrangements
- For safety planning at the event
- To consider event reviews and incident reports after an event

How we use data gathered as part of merchandise and books sales or loans

- To record and process your purchase or loan request
- To manage loan returns

The data we control and process

The Malcolm Saville Society holds the following personal and other data of members in digital and/or printed form.

- Name
- Address
- Telephone Numbers
- Email Addresses
- Membership status
- Payment amount
- Emergency contact details (for event bookings)
- Photographs and video

Events: Photographs and promotional material on the Society's website and social media

Members of the Society take photographs of its activities during Society events. Some of these photographs may appear on the Society website, on the private Facebook page 'Not just the Lone Pine Club (for all Malcolm Saville Fans)', in future editions of *Acksherley!* and/or may be projected as part of the Annual Gathering's 'Review of the Year' and other Society events. These are normally group shots. By taking part in our events, you are accepting that your image may be used for these purposes, but your name will not be included without your consent (except, possibly, as part of a photo caption for the 'Annual Review of the Year' PowerPoint presentation).

Whilst the Society encourages members to use the private Facebook group it takes no responsibility for photographs posted by members on other social media pages.

Sharing Data

The Society will use your data for the purposes stated above and will not share your data with any third parties other than to provide our service to you. Such limited sharing includes:

- Liaison with venues (hotels, restaurants etc) in respect of event bookings
- Providing data to emergency services in the event of an incident at one of our events
- Use of Mailchimp or similar service to send news and event information by email
- Use of Stripe to facilitate membership purchase and purchases via the Society's website
- Sharing mailing address details with the magazine printing company
- Use of secure cloud-hosting services such as Google Docs and One Drive to enable sharing of data between Society officers in the administration of their role. For example, to share event registration data with the person co-ordinating meal choices.
- Use of video technology such as Zoom for committee meetings, the Society AGM, the Saville Café events and others. These may be recorded on a cloud server and/or local device and may contain names and email addresses.

Data Retention – how long we keep your data for.

We hold your membership data for two years after the year your membership lapses, in order to facilitate any administrative, financial or re-instatement queries to be handled. After that it is permanently deleted along with your membership number.

Event data is normally deleted within three months of a one-off event. For larger, recurring events such as the Annual Gathering, it is held until the following year's registration has taken place. You may contact the event organiser if you wish it to be deleted sooner than this.

Changing your consent

You may change your consent to the Society's processing of your data at any time by contacting the Membership Registrar registrar@witchend.com

Your right of access

You may ask for a record of your data held by the Society and how it has been shared and processed by contacting the Membership Registrar registrar@witchend.com

Your right to correction

If any of your personal data held by the Society is incorrect, please contact us at registrar@witchend.com

Your right of erasure

Subject to any ongoing legal or contractual requirements, you may ask for your data to be deleted at any time by contacting the Membership Registrar registrar@witchend.com

Secure Storage and transfer of data within the Society

The Society has agreed processes to ensure the security arrangements for personal data. For further details contact the Registrar registrar@witchend.com

Contact information

Our Membership Registrar is the Society's Data Controller, and can be contacted with any enquiries in relation to this notice, electronically at registrar@witchend.com or in writing at 27 Whitehills Way, Kingsthorpe, Northampton NN2 8EW.

Further advice and information in respect of Data Protection legislation is available from the Information Commissioner's Office, ico.gov.uk.

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