



## Hove Civic Society – Privacy statement

1. Hove Civic Society, a Community Interest Organisation<sup>1</sup>, is a registered charity (number 1051091). Details of its trustees are available on the society's website (<http://www.hovecivicsociety.org/>).
2. The society holds and processes personal data<sup>2</sup> relating to its own members and to members of the public who attend its events and activities, who have participated in its fund raising activities or who have expressed interest in being informed about its 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 at 43 Hove Park Villas, Hove BN3 6HH. The data protection officer is the Honorary secretary and can be contacted using the email address [johnkapp@btinternet.com](mailto:johnkapp@btinternet.com) or by post at 22 Saxon Road, Hove, BN3 4LE.
3. Personal data is used by the Society to :
  1. Communicate about its activities and its areas of interest with its members and members or the public, who have participated in its fund raising or who have expressed an interest in being informed about its activities;
  2. Administer its members' subscription payments;
  3. Administer the issuing of tickets for events;
  4. 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 the public when they apply for or renew their membership or
  - apply for an event ticket or
  - offer to help the society as a volunteer or
  - where members of the public express an interest in being informed about the activities of the society or
  - where members of the public receive free membership as a thank you for donations made.

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

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<sup>1</sup> Applying for CIO status in May 2018

<sup>2</sup> The society only holds the following personal data: Name, address, telephone and e-mail. For trustees also date of birth.



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 the following exceptions, 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 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 mailchimp list; they will then only receive information from the society by post or by direct e-mail from the society. For those who independently unsubscribe from the mailchimp list the membership secretary will inquire whether he or she wishes to receive information in another form from the society or wishes to terminate contacts altogether.

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><sup>3</sup>

7. Data about members is stored securely and processed by the Honorary Secretary, the Honorary Treasurer, the Data Controller and the Hove Plinth Project Director, 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 newsletters or annual reports held by the society.
9. 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 unless they express an interest in continuing to be informed about the society's activities.

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<sup>3</sup> This approach is currently being explored by the society



10. 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.
11. 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 introduced in accordance with the requirements of the General Data Protection Regulation and adopted by the Trustees of Hove Civic Society on the 18<sup>th</sup> May 2018