Salisbury Cathedral Close Preservation Society ('the Society')

Registered Charity No. 1015692

DATA PROTECTION STATEMENT & CONSENT FOR SOCIETY MEMBERS

The UK General Data Protection Regulation ('UK GDPR') and the Data Protection Act 2018 require the Society to explain what personal information it holds about you, how it uses that information and your rights in relation to it.

Personal data about you held by the Society may include:

1. Name
2. Address
3. Email address
4. Tax status & alternative address details for Gift Aid purposes (if provided)
5. Payment records of your membership fees and your online payment reference for bank transfers, if provided
6. Any donations or other payments you make to the Society
7. Your communication preferences and records of consent, where applicable.

All your personal data described above are 'The Data'.

The Data are collected by the Membership Secretary and Treasurer and shared with the Society's other Trustees for administering the Society, including communicating with you.

The Society respects your privacy. The Data may be shared with trusted service providers acting on the Society's behalf, solely for the purposes of administering membership, processing payments and communicating with members. This includes EmailOctopus, which the Society uses to distribute emails and manage mailing lists. Such providers process personal data on the Society's instructions and are required to protect it appropriately. The Society does not sell or share members' personal data for third-party marketing. Personal data may also be disclosed where required by law.

The Trustees use appropriate security measures to protect The Data they hold.

You have the right to ask for a copy of The Data, to have it corrected, or deleted in some cases. You may also have the right to restrict or object to certain processing and to complain to the Information Commissioner's Office (ICO).

The Society retains personal data for as long as necessary for the purposes for which they were collected. Membership records will normally be deleted when no longer required following the end of membership, except where retention is necessary for legal, accounting or Gift Aid purposes.

The Society processes membership and payment information on the basis of its legitimate interests in administering the Society, or where necessary to comply with legal obligations.

The Society also uses members' email addresses to send news about its work, events and activities. Where consent is required, these communications are sent only to members who have agreed to receive them. Members may withdraw their consent at any time, including by using the unsubscribe link included in emails sent through EmailOctopus.

When joining the Society, members are invited to indicate their communication preferences by ticki ng the relevant box on the online membership form. Consent may be withdrawn at any time.

NOTE: if you have any queries/complaints in relation to The Data or wish to withdraw any consent given to the Society at any time please contact the Society's Data Protection Officer at admin@salisburyclosepreservation.org.