THE ROPLEY SOCIETY – GENERAL DATA PROTECTION REGULATIONS – 25TH MAY 2018

The new General Data Protection Regulation (GDPR) will come into force on 25th May 2018 and will replace the 1998 Data Protection Act.  It is a wide-ranging law, which will govern how organisations collect and use the personal data of individuals. It is applicable to all organisations, however small, that keep data about individuals. It will also determine what we can contact you about and how you would like to be contacted.  Our full Privacy Statement is to be found below and is also held on our website.

ROPLEY SOCIETY - PRIVACY STATEMENT

Introduction. The new General Data Protection Regulation (GDPR) will come into force on 25th May 2018 and will replace the Data Protection Act 1998.  This regulation requires us to provide the information given in the Privacy Statement.  This provides information on

* how we use your data,
* how you can control the way in which we use that data, and
* what actions you can take if you would like to change the way in which your data is being used.

How we gather information. Data is entered on to our data base when a request, via the Ropley Society Membership Application Form, is made for membership of the Ropley Society.  The data held is limited to that requested on the form ie an email address (if provided), house address and telephone number and a record as to the state of members’ annual subscriptions.

What we do with your data. The data held will only be used by the Ropley Society to send you periodic newsletters by email, 30 – 40 per year, or, if no email address is provided, information in hard copy delivered to your address once or twice a year. We may also communicate with individual members on matters relevant to their membership. These are considered as core parts of your membership.

Protecting your data. Data is kept secure in an Access database with appropriate security measures in place.  We will not share your data with any third party unless required to do so by law.

How long do we keep your data. We will keep your data until you request that we remove it.

Our Responsibilities. The law requires us to tell you the legal basis upon which we process your data. We are allowed us to process your data if it is in our legitimate interest to do so.  We may only do so if we can demonstrate a business need, and so long as your "interests or your fundamental rights and freedoms are not over ridden".  In essence, this means that we carry out an exercise to check that we will not cause you harm by processing your data, that the processing is not overly intrusive and that we will only do so in a way which is described in the Privacy Notice.

Your Rights. You have a variety of rights about the way in which we process your data.  These are as follows:

* Where we rely on our legitimate interest to process data, you may ask us to stop doing so,
* You may request a copy of the data that we hold about you.
* You may ask us to cease sending you information.
* You may change or stop the way in which we communicate with you or process data about you, and if it is not required for the purpose you provided it, then we will do so for you.
* If you are not satisfied with the way we have processed your data, then you can complain to the Office of the Information Commissioner.

Contacting us. If you have any questions about the privacy statement, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact Keith Monkhouse, Ropley Society Membership Secretary via [communications@ropleysociety.org](mailto:communications@ropleysociety.org) or telephone 01962 773690.

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