

Ropley Society Data Privacy Notice

At **the Ropley Society** we are committed to protecting and respecting your privacy. This privacy notice explains how we collect, use, store, and look after your personal data when you interact with us as a member, grant applicant, event attendee, or local resident using our information services.

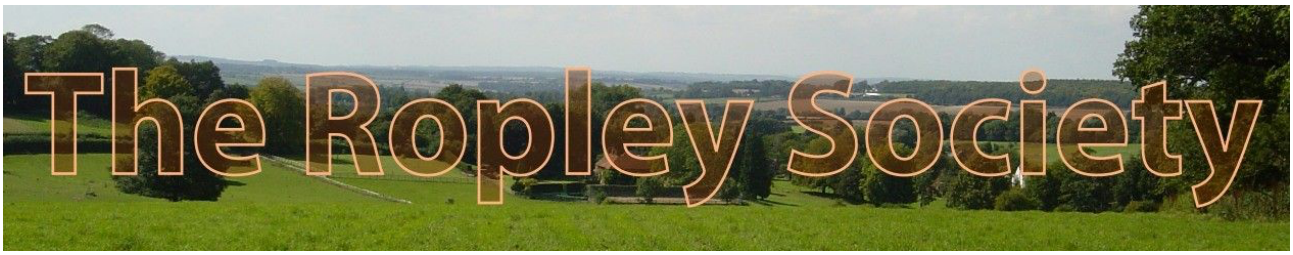
This notice is designed to comply with UK data protection laws, including the **UK GDPR**, the **Data Protection Act 2018**, and the **Data Use and Access Act (DUAA) 2025**.

Who We Are
The Ropley Society is a registered charity in England and Wales.
Charity Number: 298128
Contact Email: *secretary@ropleysociety.org*
For the purposes of data protection law, we are the "Data Controller" of your personal information.

The Types of Personal Data We Collect

We may collect, use, and store different kinds of personal data about you depending on how you interact with us:

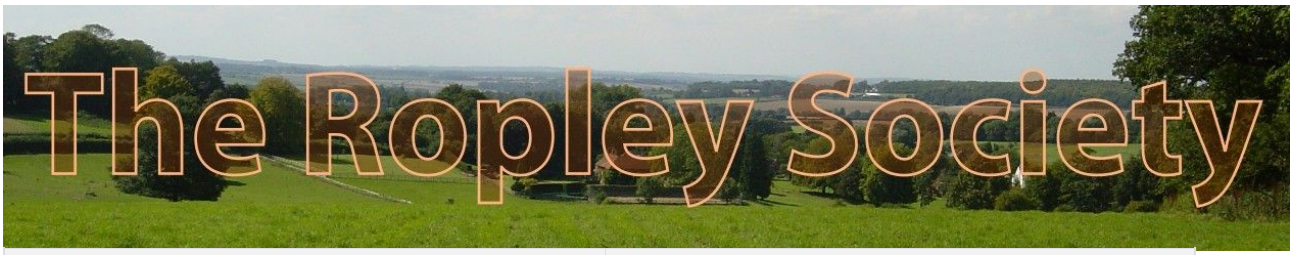
- **Members:** Name, contact details (email, phone, address), fee payment details (if applicable), and attendance records for annual general meetings. Member data are entered on to our secure data base when a request, via the Ropley Society Membership Application Form, is made for membership of the Ropley Society.
- **Grant Applicants:** Name, address, contact details, financial or situational background provided in the application, bank details (for transferring approved grant funds), and project progress updates.
- **Event Speakers:** Name, email address, emergency contact details, and any health or dietary requirements you explicitly share with us for safety reasons.



How We Use Your Data & Our Legal Bases

Under UK data protection law, we must have a specific legal reason (lawful basis) to process your data. The table below outlines how we use your information:

What we use your data for	Our Lawful Basis under UK Law
Managing your charity membership and voting rights.	**Contract / Legitimate Interest:** Necessary to administer the agreement you make when joining as a member.
Assessing grant applications, communicating decisions, and distributing charity funds.	**Legitimate Interest / Contract:** Necessary to fulfil our core charitable purpose of giving grants and executing funding terms.
Organising community events, maintaining safety registries, and emailing entry details.	**Legitimate Interest:** To host successful community events safely.
Managing medical or accessibility details for an event.	**Explicit Consent:** This is special category data and will only be collected with your direct permission.



What we use your data for	Our Lawful Basis under UK Law
Sending out regular community newsletters or promotional emails.	**Consent:** You can opt out or withdraw your consent at any time using the link in our emails.

Who We Share Your Data With

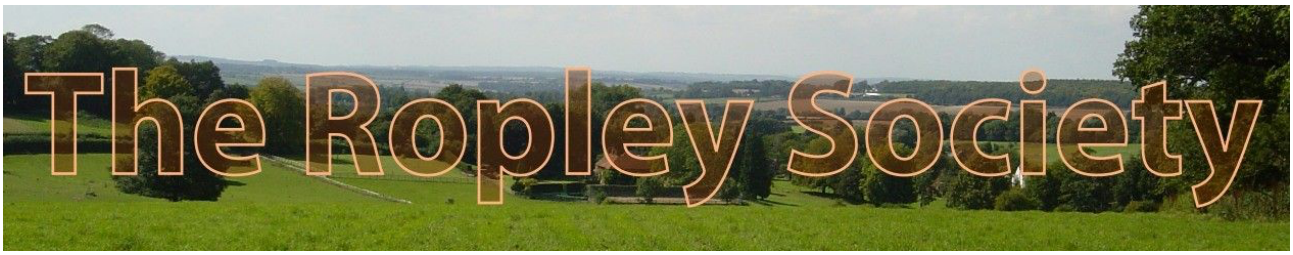
We strictly limit who has access to your personal data. We will **never sell or rent** your details to third parties. We only share data with:

- **Our Volunteers and Trustees:** On a strict "need-to-know" basis to manage operations, review grants, or run events safely.
- **Service Processors:** Trusted technical tools that allow us to operate (e.g., our secure email newsletter host, cloud backup service, or online banking platform).
- **Legal and Regulatory Authorities:** Only when legally required to do so, such as reporting financial records to HMRC or cooperating with the Charity Commission or Information Commission.

How Long We Keep Your Data

We only keep your information for as long as necessary to fulfil the purposes we collected it for, including any legal, accounting, or reporting requirements. Typically:

- **Membership Records:** Retained for the duration of active membership and removed 2 years after membership lapses.
- **Grant Applications & Distribution Records:** Kept for 6 years following the end of the financial year the grant was awarded, to meet financial audit rules. Unsuccessful applications are securely destroyed after 12 months.
- **Event Lists:** Deleted 3 months after the event has concluded.
- **Newsletter Subscriptions:** Retained until you click "unsubscribe" or ask to be removed.



Your Legal Rights

You have statutory rights over your personal data under UK law. You have the right to request:

- **Access** to a copy of the data we hold about you (Subject Access Request).
- **Correction** of any inaccurate or incomplete information.
- **Erasure** of your records ("the right to be forgotten") when it is no longer legally required for us to hold them.
- **Restriction or Objection** to how we handle or process your personal data.
- **Withdrawal of Consent** at any time where we rely on consent to process your information.

To exercise any of these rights, please contact us using the details in the *Who We Are* section above. Under the DUAA 2025 frameworks, if a request is clearly vexatious or excessive, we reserve the right to charge a reasonable fee or refuse to act on it.

Our Internal Complaints Procedure

In accordance with the **Data Use and Access Act 2025** legal requirements, we operate a formal internal data protection complaints process:

- If you believe your data has been handled incorrectly, you can submit a formal complaint via email to our compliance point-of-contact at *secretary@ropleysociety.org*.
- We will formally acknowledge receipt of your complaint within **30 days**.
- We will investigate your concern thoroughly without undue delay and provide a clear written outcome detailing our findings and any actions taken.

You also retain the right to escalate your complaint directly to the UK's independent data protection regulator:
The Information Commission, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: ico.org.uk.