



Privacy Policy

This policy describes how the Society uses and protects your personal data and it also constitutes the Society's **Privacy Notice**.

The Knowle Society's credibility as a voice of the community and thus its ability to meet its objective of maintaining the character of the "village" is largely dependent on the strength of the support received through its membership. It is therefore very important to the Society that it respects that relationship with its members and treats members' personal data with due care.

Membership details

When you join the Society you are asked to complete an application form and the personal information on that form is entered into the Society's database for the purpose of managing your membership; generally contact details, subscriptions, Gift Aid declarations, Standing Order details and any areas of interest in the Society's work expressed by you.

It is important to understand that the Society currently operates membership as a relationship with a household in which there are one or more residents. The names and personal details of each of those residents are also included in the records. The Society's **Data Retention Policy** explains that if one resident ceases for whatever reason to continue their association with the Society, the Society will retain their personal data until the last resident at that household also leaves the Society and the membership at that household is terminated. The **Data Retention Policy** explains how long the Society will then retain data after membership ceases.

No personal information received from you is shared with any other organisation except where required to do so with HMRC for the purposes of Gift Aid claims on subscriptions and donations. Basic contact detail is made available to our newsletter distributors to enable them to deliver our newsletters and related papers; separate lists are created for each distribution round and only the person delivering your newsletter has access to that information.

All current and recent copies of the database are encrypted and when data is handled internally by the Society this encryption is in place during data transmission. Historic copies of the database are not encrypted but will progressively be deleted as their data retention period expires.

The Society is careful to protect all personal data against loss. Encrypted data is backed up regularly offsite and is also stored locally on external hard drives.

Website visitors

Links to other websites from the Society's website are not governed by this privacy notice. If you have questions about how another website uses your information, you will need to check that website's own privacy statement.

MailChimp emails

The Society uses MailChimp to provide timely news and local information that might interest members. Email addresses used for this mailing are only those for which specific consent has been obtained and individuals can opt out of future mailings at any time by selecting the *Unsubscribe* option at the foot of each MailChimp email. Alternatively these emails can be stopped by emailing datacontroller@knowlesociety.org.uk or by contacting the Society's Data Controller, whose details can be found on the Society's website.

MailChimp enables the Society to gather standard statistics about these emails and understand the success of those email deliveries. MailChimp's own privacy notice may be seen here: <https://mailchimp.com/legal/privacy/>

Other personal information held by the Society

Occasionally information on volunteers or interested contacts for the Society's projects will be gathered for the duration of that project (retention periods will differ from membership data – see the Society's **Data Retention Policy**) and the Society will store this data only in places which are not accessible to unauthorised persons or are on computers which are password protected.

Where information on living individuals is included in depositions with the Local History Centre, the Society will seek to obtain the consent of those persons or obtain a signed declaration by the depositor that such individuals' consents have been sought and received wherever possible.

Cloud services

It is expected that increasingly the Society will move towards 'Cloud' provided services and these will be checked to ensure that they have appropriate security policies in place to protect data stored and data in transmission.

Access to your personal information

You are entitled to access the personal information that the Society holds. Email your request to the Society's Data Controller at datacontroller@knowlesociety.org.uk whose details may also be found on the website.

Changes to the Privacy Policy

Trustee Directors keep this Privacy Policy under regular review and updated on the Society website.