

DATA PRIVACY NOTICE

Society of Friends of the RN Submarine Museum

1. Your personal data – what is it?

Personal data relates to an identifiable person who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Committee of the Society Friends of the RN Submarine Museum (hereafter the Society is referred to as the Friends) is the data controller (contact: secretary@rnsusmusfriends.org.uk). This means it decides how your personal data is processed and for what purposes. Your data will be processed by the Membership Secretary, the Treasurer and the Webmaster.

3. How do we process your personal data?

The Committee of the Friends complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to carry out our objectives specified in our constitution which can be seen at <https://www.rnsusmusfriends.org.uk/mothership/wp-content/uploads/2017/07/Constitution-2017.pdf> ;
- To administer membership records;
- To fundraise and promote the interests of the charity;
- To manage our volunteers;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of relevant news, events, activities and services;

4. What is the legal basis for processing your personal data?

- Processing is necessary for carrying out obligations defined by our constitution or a collective agreement.
- Processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the Friends in order to carry out a relevant service or for purposes connected with the Friends. We will only share your data with third parties outside of the Friends with your consent.

6. How long do we keep your personal data?

We keep data whilst you are a member and for two years afterwards. Lists of former members

are retained in archive copies of All Round Look which are available on the website and have been sold publicly. After two years database records are deleted but the Membership Secretary will retain a list of former members and their membership numbers. Gift Aid records are retained for 6 years after the calendar year they relate to as recommended by the Institute of Fundraising.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the Friends hold about you;
- The right to request that the Friends corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Friends to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [*Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics*]
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Data Handling.

This section deals with our website (<https://www.rnsubmusfriends.org.uk>) and email software system (Mailchimp).

- **Cookies.** The website uses cookies to better the users experience while visiting the website. As required by legislation, where applicable the website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device. Cookies are small files saved to the user's computer hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within the website.
Users are advised that if they wish to deny the use and saving of cookies from the website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from the website and its external serving vendors or use the cookie control system if available upon their first visit.
- **Website Visitor Tracking.** The website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computers

hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

- **Downloads & Media Files.** Any downloadable documents, files or media made available on the website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third party websites and advise users to verify their authenticity using third party anti virus software or similar applications.
- **Contact & Communication With Us.** Users contacting us through the website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use.
- **Email Mailing List & Marketing Messages**
 - We operate an email mailing list program, used to inform subscribers about new, events, updates and calls for assistance. Users can subscribe through an online automated process where they have given their explicit permission. Subscribers can unsubscribe at any time as detailed in the footer of sent messages.
 - Our EMS (email marketing service) provider is; Mailchimp who are GDPR compliant.
- **External Website Links & Third Parties.** Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout the website.

10. Data Storage. Your data is stored in two related permanent databases:

- The Main database - a GDPR compliant Wordpress site database kept on a GDPR compliant UK based server. Twice a year bulk data (name and address) is downloaded via a secure encrypted connection to allow production of mailing labels for our print publications. Annually Gift Aid data (Name, Address, Amount paid) is downloaded. A complete backup copy of the database is downloaded similarly from time to time to be securely stored offline on removable media.
- The Newsletter database – for those who have opted in Name, Email and Membership number is stored by the GDPR compliant Mailchimp on their US based servers. No hard copy back up is kept of this as it can be recreated from the main database if need be.
- From time to time temporary databases will hold pertinent data to allow specific functions such as AGM attendance or Christmas Card orders to be fulfilled. Once the function has completed these databases are securely destroyed.

11. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Secretary of the Friends at secretary@rnsusmusfriends.org.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.