

Macclesfield Literary & Philosophical Society Data Privacy Policy

1. About this Policy

- 1.1. This policy explains when and why we collect personal information about our members and contact list subscribers, how we use it, how we keep it secure and your rights in relation to it.
- 1.2. We may collect, use and store your personal data as described in this Data Privacy Policy and as described when we collect data from you.
- 1.3. We reserve the right to amend this Data Privacy Policy from time to time without prior notice. Amendments will be indicated on our website and the society's notice board at meetings.
- 1.4. We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR we are the *controller* of all personal data we hold about you.

2. Who are we?

- 2.1. We are The Macclesfield Literary and Philosophical Society. We can be contacted at membership@litandphilmacc.org.uk or by post to 93 Ryles Park Road, Macclesfield, SK11 8AL.
- 2.2. The individuals who are responsible for data management are the membership secretary (currently Lyn and John Walsh) and the email list manager (currently Roger Noble).

3. What information we collect and why

Type of information	Purposes	Legal basis of processing
Member's name and email address.	Managing the member's membership of the society.	Performing the society's contract with the member.
Member's/ mailing list subscriber's email address	Informing the member/subscriber of forthcoming meetings or programme changes.	Performing the society's contract with the member/subscriber.

4. How we protect your personal data

- 4.1. We will not transmit your personal data outside the EU without your consent.
- 4.2. We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse or unauthorised alteration or destruction.
- 4.3. We will notify you promptly in the event of any breach of your personal data.

5. Who else has access to the information you provide to us?

- 5.1. We will never sell or share your personal data with any third parties except where required to do so by law.

6. How long do we keep your information?

- 6.1. We will hold your personal data on our systems for as long as you are a member of the society or wish to remain on our mailing list. We will review your personal data every year to establish whether we are still entitled to process it, and if we decide we are not so entitled the data will be deleted.

7. Your rights

- 7.1. You have rights under the GDPR:
 - (a) to access your personal data
 - (b) to be provided with information about how your personal data are processed
 - (c) to have your personal data corrected
 - (d) to have your personal data erased in certain circumstances
 - (e) to object to or restrict how your personal data are processed
 - (f) to have your personal data transferred to yourself or to another business in certain circumstances
- 7.2. You have the right to take any complaints about how we process your personal data to the Information Commissioner at <https://ico.org.uk/concerns/>, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF, 0303 123 1113.

For more details please address any questions, comments and requests regarding our data processing practices to Roger Noble membership@litandphilmacc.org.uk.