

Ickleton Society – Data Privacy Policy

The Ickleton Society is a village society with an open subscription membership. It is committed to good planning, protection of the environment and features of historic or public interest, promoting a sense of community and educating the public in the geography, history, natural history and architecture of the parish of Ickleton. The Society aims to comply fully with the General Data Protection regulation (GDPR) and this policy will be continually reviewed.

Membership of the Society

- Membership of the Society is on an annual basis. When you join the Society we ask for your contact details, in particular, your name, address and, if you have one, your e-mail address.
- The purpose is to enable the Society to contact you about news, matters of interest to the Society, events and activities put on by the Society or organisations with similar aims and interests.
- We hold this personal data online and on paper and in both cases we take all reasonable steps to keep it secure. Paper files containing identifiable member data are kept in a locked filing cabinet. Identifiable member data kept electronically is password protected. We only keep your personal data as long as it is needed for your membership of the Society. We do not share it with 3rd parties.
- The legal basis for processing your personal data in this way is that it is necessary for the purposes of the legitimate interests of the Society as a membership organisation. However, we also ask for your consent to the Society contacting you by e-mail.
- You have the following rights:
 - to ask for a copy of the information we hold about you;
 - to have your information corrected if you believe it to be factually inaccurate;
 - to ask for your personal data to be deleted or removed, although you should note that this could affect the information you receive from the Society;
 - to ask the Society to stop sending e-mails to you; and
 - to complain to the Office of the Information Commissioner if you think there is a problem with the way in which the Society is handling your data.

The Ickleton Society Archive

- The Society is governed by a Constitution. One of its objects is:
“To keep and make accessible an archive including documents, images, photographs, artefacts, sound and moving visual recordings, reflecting the history of Ickleton and life in the village including in a contemporary context. To preserve and add to the archive for the benefit of present and future generations.”
- The Society has built up a large archive about the parish. The photographs and documents are kept in paper form. In addition, all the photographs and some of the documents have been digitised and can be accessed via the Ickleton village website. While many of the photographs and documents are historical, some photographs are of or include living people, some documents refer to living people and some sound and moving visual recordings are of living people. Where individuals are clearly recognisable, their names are usually shown in indexes with the physical items and attached to photographs and documents on the website. The name of the person who donated the item is also shown.
- Consent will be obtained - either verbally or written - if and before the Society names a living individual in a post on social media.

- Physical archive items and indexes thereof, are kept in a locked room.
- Wherever possible, the Society will inform people verbally or by notices that photographs for the archive are being taken and will give people the opportunity not to be in a photograph.
- If you can be identified from the archive, eg from a photograph, this amounts to personal data which is covered by the GDPR.
- The purpose and legal basis for processing your personal data in this way is that it is necessary for the legitimate interests of the Society to enable it to meet its object detailed above.
- You have the following rights:
 - to ask for a copy of the information we hold about you;
 - to have your information corrected if you believe it to be factually inaccurate;
 - to ask for your personal data to be deleted or removed; and
 - to complain to the Office of the Information Commissioner if you think there is a problem with the way in which the Society is handling your data.

The Ickleton Society

9 May 2018

Contact: The Hon. Secretary

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