

# Effingham Local History Group



c/o The Hon Secretary, Effingham Local History Group  
The Parish Room, 3 Home Barn Court, Effingham, Surrey KT24 5LG

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<http://www.surreycommunity.info/effinghamparishcouncil/local-history/>

## PRIVACY NOTICE (2018)

'Personal data is any information relating to an identified or identifiable natural, living, person. An individual's personal data is protected by the *Data Protection Act 1998* and, from 25 May 2018, both the *General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679)* and the *Privacy and Electronic Communications Regulations 2016 (PECR)*. Effingham Local History Group (ELHG) is committed to upholding these regulations and the principles of good practice set out in them.

### Data Controller

The Hon. Secretary of Effingham Local History Group (ELHG) acts as the Controller of Members' personal data.

### What Personal Data does ELHG hold?

Personal data requested and held by ELHG includes a Member's title, name, address, post-code, telephone number and email address (optional). No information beyond how to contact a member is needed or requested. Where, in a Household Membership, there is more than one member at the same address, each separate person's data is viewed as intrinsically theirs in their own right.

### Purpose and Lawful Basis

ELHG processes personal data only for the purpose of servicing membership administration. The information is used to enable the Hon. Secretary to circulate information about the Group's activities and areas of interest as expected by someone who has joined ELHG. Once a year ELHG will ask members to renew their formal consent to receive communications from ELHG by electronic means, by hard copy delivered to their home, by telephone, or through the post.

All processing of personal data is carried out on the basis of formal prior consent of members.

This information is requested formally from members by the Hon. Secretary but it is to be understood that in supplying it a member has also made it technically available on a strictly confidential basis to the Hon. Chairman and the Hon. Vice-Chairman (only).

### Secure Storage of Personal Data

ELHG has reasonable security measures to protect against unauthorized access, damage to, disclosure or loss of your personal data. Personal information is stored :

- a) in the form of the signed returned Membership application forms (paper copies). These are kept in a secure storage cupboard, dedicated to ELHG material only, in the Hon. Secretary's home.
- b) in the form of an electronic Excel spreadsheet in the ELHG-dedicated area of the Hon. Secretary's computer, at her home. Once a year a print-out of this sheet is provided on a strictly confidential basis to the Hon. Chairman and to the Hon. Vice-Chairman, so that in the absence of the Hon. Secretary knowledge of how to contact ELHG members is not lost.
- c) in the form of an electronic group email circulation list in the ELHG-dedicated area of the Hon. Secretary's computer at her home. Once a year a print-out of this list is provided on a strictly confidential basis to the Hon. Chairman and to the Hon. Vice-Chairman, so that in the absence of the Hon. Secretary knowledge of how to contact ELHG members is not lost.

Individual members who wish to be in communication with each other do so independently. The Hon. Secretary will not reveal or release members' personal contact details to other ordinary members, unless with their specific consent.

### Communication

With the exception of notices for General Meetings (Annual General Meetings, Special General Meetings) members can opt out of any/all of ELHG communications at any time by contacting the Hon. Secretary at the address above. See also the section 'Members' rights' below.

For members who have not opted out, the Hon. Secretary will use a member's personal data to contact or update them as below:

1. **Agendas for ELHG monthly meetings.** These will be circulated electronically to members who wish to receive communications by email. Emails will not show recipients e-mail addresses. At present the 'Blind copy' function of Entourage is used. For members who are not on email Agendas will be delivered in hard copy to members' home addresses (Effingham area only).
2. **News, notices and messages of current concern or likely to be of interest to members.** These will be circulated electronically to members who wish to receive communications by email. Emails will not show recipients e-mail addresses. At present the 'Blind copy' function of Entourage is used. They will be delivered in hard copy to members' home addresses (Effingham area only) for members who are not on email.
3. **AGM** (and any Special General Meeting). Information will be sent electronically or hand delivered (Effingham area only), as members' choose.
4. **The Bulletin.** Currently this publications for members only is available only in hard copy. Each edition is distributed directly to members at meetings. For those not attending meetings they are hand-delivered or posted by the ELHG Hon. Secretary. Addresses are not provided to the printer.
5. **Subscription** information will be circulated electronically or by hard copy after each AGM.
6. **Subscriptions via Direct Debit.** ELHG does not currently accept payment online or via Direct Debit and accordingly does not hold personal data in connection with this.
7. **Gift Aid.** ELHG is not a registered Charity and this is not applicable.
8. **Payments by Members.** ELHG does not currently accept subscription payments or purchases made on-line or through a credit card reader (which in any case do not retain an individual's bank details).
9. **Payments to Members** will be made by cheque.

### Website

ELHG's website is currently a subsection of the Effingham Parish Council website hosted by Surrey Community. Surrey Community uses cookies on its website and the same privacy protection outlined above applies to the website. Cookies are used to store one's session data, with details such as username to identify a user session. These cookies are set to expire after a pre-determined time and are not maintained. Members can accept or decline cookies by changing the settings in their internet browser. If cookies are disabled, some features of the website may be affected. For further information on how to disable cookies, please see this external third party website:  
[www.allaboutcookies.org/manage-cookies](http://www.allaboutcookies.org/manage-cookies).

Data transmission over the internet is inherently insecure, and ELHG cannot guarantee the security of data. The website contains links to other websites. ELHG not responsible for the privacy policies or practices of third party websites. When members visit the ELHG website, certain information is collected that does not identify them personally, but provides the ELHG with "usage data" such as the

number of visitors or what pages are visited most often. These data help to analyse and improve the usefulness of the information provided on the website.

ELHG does not hold or store any financial data on the web-site. No financial transactions are handled electronically.

### **Accessibility**

ELHG will allow members' personal data to be used only by others working on their behalf and as required by law (eg HMRC for Gift Aid if these become relevant). ELHG will not share members' information with other companies or charities for marketing purposes.

### **Retention of Data**

Personal data will be deleted once it is no longer relevant. Paper copies of Membership Application forms and of past spreadsheets of Members will be kept securely, for historical purposes concerning the Group's development.

### **Members' Rights**

As mentioned above, any individual has the right to withdraw their consent for ELHG to hold their personal data at any time (NB. this is not the same as resigning membership). To do this, please write to or email the Hon. Secretary at the address given above. Details will be deleted from all storage systems as soon as possible and without delay. Please note, the consequence of refusing or withdrawing consent for your personal data to be held will be to make it impossible for the Hon. Secretary to communicate to you routine information about the Group's ongoing programmes or activities. The only information you will receive will be formal notification of AGMs and SGMs and annual invitations to renew membership.

Members have the right to access a copy of the information ELHG holds about them (a 'Subject Access Request') obtainable, subject to proof of identity, from the ELHG Hon. Secretary at the address above.

Members have a right to object to the ICO (Information Commissioner's Office) if they feel that ELHG is not handling their data in a satisfactory manner.

**Approved by the Annual General Meeting of Effingham Local History Group: 22 May 2018.  
To be reviewed annually.**