

. The John Innes Society
Registered Charity No. 803759
General Data Protection Regulation 2018
Privacy Notice

The John Innes Society is a registered Amenity Society Charity the aims and purposes of which are set out in the Constitution dated 24th April 2013.

This Notice is to support the General Data Protection Regulation which came into force in May 2018. This legislation aims to prevent negligence in respect of unauthorised data sharing and inadequate data security.

Personal Data

This is defined as anything that can be used to identify an individual and can be in electronic and paper format. We shall ensure this data is confidential, secure, and limited specifically to the needs of the Society.

Why we need information

We shall ensure that the data obtained and held is specifically to support the aims and objectives of the Society and always used responsibly. This will generally be to enable us to communicate forthcoming events, and to circulate our Newsletter.

We can therefore work under the premise of “**legitimate interests**” as well as consent. i.e. the assumption that you would expect certain regular communications from us.

Consent

For some purposes we are required to obtain the consent of our members, e-mail contacts, donors, named individuals in certain organisations and other charities etc. to obtain, store and use personal data provided to us. We need to be able to prove that **opt-in** consent to use this data is freely given to the Society and that members are aware of the need to do this. This request will be either via an e-mail, written communication or may be collected verbally. Consent will be recorded and dated, as would **opt-out** decisions. The consent from anyone unable to do so in person could be from next of kin, carer etc.

It is also possible to **opt in** to receive certain types of communication only, e.g. by post or by e-mail.

Where personal information is collected as a “one-off”, e.g. tickets for an event, an opt-in or opt-out of any further contact for events will be offered.

What we do with such information

All personal information supplied to the Society by members will be used solely for communications with them concerning the Society's Membership, Newsletters, Governance, Events and only matters concerning the Society. It will not be shared with any other organizations, except where there is a Statutory obligation to do so or with the prior consent of the individual concerned.

In practice at present, this is shared with Mail Chimp for purposes of e-mail alerts and e-mail distributions. There are few other requests for personal information from the Society other than the annual returns to the Charity Commission (trustees only). Certain officers on the committee are also required to give details to current banking organisations, the London Borough of Merton, insurance, utility companies etc. to facilitate administration due to having no fixed office premises.

Electronic data is held securely on various platforms, for e-mails, both centrally and for sub-groups and paper membership forms stored safely on receipt by the Membership Secretary. Personal financial information is only held temporarily by the Treasurer as monies are transferred. Information is therefore handled by very few people. Transactions online to purchase tickets for events or goods from or for the Society will be made via recognised secure services. Passwords are not shared with unauthorised persons, back-ups are in place, and we don't use a shared drive.

Personal communications equipment used at home by the committee will be assumed to have good security.

Our use of outsourced services such as Mail Chimp as our Data Processor for e-mail alerts and e-mail distributions requires us to have a written contract so we can confirm that their security also follows best practice.

How long do we keep such information.

Personal information from current members is kept for the relevant year(s) of valid subscription. Details of former members will be kept in a separate "dormant" file.

Some information, i.e. name, address, amount gifted and date of gift, must be kept for longer periods e.g. six years for HMRC Gift Aid purposes.

Liability

If we become aware of any possible breach which could lead to positive identity theft or confidentiality we shall notify the Information Commissioner's Office (ICO) (or whichever body succeeds it) but it is our intention to have in place sufficient safeguards to prevent this. Should there be any unresolved concerns regarding the Society's procedures, there is a right to complain to the ICO.

Your rights and your personal data

You have the following rights with respect to your personal data:

- The right to access information we hold on you - At any point you can contact us to request the information we hold on you, as well as why we have that information, who has access to it and where we obtained it from.

Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same data may be subject to an administrative fee.

- The right to correct and update the information we hold on you - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- The right to have your information erased - If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request we will confirm whether the data has been deleted or the reason why it cannot be deleted (for example because we need it for our legitimate interests or regulatory purpose(s)).
- The right to object to processing of your data - You have the right to request that we stop processing your data. Upon receiving the request we will contact you and let you know if we are able to comply or if we have legitimate grounds to continue to process your data. Even after you exercise your right to object, we may continue to hold your data to comply with your other rights or to bring or defend legal claims.
- The right to data portability - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- The right at any time to withdraw your consent to the processing of data to which consent was sought (see contact details below).
- The right to lodge a complaint with the Information Commissioner's Office.

When exercising any of the rights listed above, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

Transfer of data abroad

Any electronic personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this 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.

Our website

When you use our website, we may use tools like Google Analytics to collect information such as your IP address, the browser you use (e.g. Google Chrome, Firefox etc.), domain names, the time of day you accessed the website and referring website addresses. This information helps improve our online services, ensures security and helps protect against fraud.

We may also use cookies to give us more understanding of how people use our website. Cookies are very small text files that are stored on your computer when you visit some websites. We use cookies to help identify your computer, so we can improve your user experience.

Contact details

Please contact us if you have any questions about this privacy notice or the information we hold about you or to exercise any rights or make a complaint at:

The Data Controller mail@johninnessociety.org.uk or by written request to the Membership Secretary or Hon. Treasurer of the Society for the time being. Details available in the Society's newsletters.

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