



# Privacy Notice for Rotherfield and Mark Cross Bonfire Society

Reviewed: July 2020

Next review: July 2023

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

## Members of RMCBS

Rotherfield and Mark Cross Bonfire Society (RMCBS) collects, uses and is responsible for certain personal information about its members. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union and in the United Kingdom, and we are responsible as 'controller' of that personal information for the purposes of those laws.

### Information collected by us

The data we routinely collect from our members when they join the society includes:

- Personal information such as full name and home address
- Contact information, such as home/mobile telephone numbers and email addresses for you and your emergency contacts
- Type of membership subscription, the date and amount paid
- A note of the ways in which you are happy to volunteer to support the society
- Medical or health information which may be required in the event of an emergency
- Details of Guardian and Nominated Responsible Adult (Junior Members only)

This information is taken directly from the membership form and we use appropriate procedures and security measures including a password protected database to safeguard your personal information.

For some of our members we may hold additional information such as:

- Details of RMCBS costume you may have
- Photographs or film of members participating in RMCBS events

### How we use your personal information

RMCBS collects personal data that is necessary for the purposes of its legitimate interests such as:

- Administration
- Organisation of events to raise charitable funds
- Communication of society business
- Promotion of RMCBS and its events
- Historical record of RMCBS events

All data processed by the Society is done on the basis of consent which is given when you sign the membership form each year.

The option for you to revoke consent for communications to be sent to you or for photographs/films to be used for promotion is available by contacting Mr Ed Paterson, [edmix@live.co.uk](mailto:edmix@live.co.uk). Any revocation will be reflected accurately in the Society's register of members.

### **Who we share your personal information with?**

Members of the committee of RMCBS have access to members' data in order for them to carry out their legitimate tasks for the society. We do not share your information with anyone outside of the committee.

Photographs or film taken at RMCBS events may be shared with RMCBS members. They may be shared on the Society's website, in the Society's annual procession programme or via its social media channels including Facebook and the Society's Whatsapp group for Walkers. They may also be shared with media outlets such as local newspapers and magazines.

We will share personal information with law enforcement or other authorities if required by applicable law.

### **Does RMCBS collect any special data?**

The GDPR refers to sensitive personal data as special categories of personal data. RMCBS do not record any such data.

### **Data minimisation**

The Society shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

### **Accuracy**

The Society shall take reasonable steps to ensure personal data is accurate. Personal data will be updated at least annually when membership is renewed.

### **How long your personal data will be kept**

We normally keep your data for a maximum period of three years from the last membership subscription payment. This is for ease of admin should you wish to rejoin.

Other data such as that relating to the collection of subscription payments and the reimbursement of expenses etc. is kept for the legally required period.

Photographs and film may be kept for longer periods as an archive and historical record of Society events.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

When personal data is deleted this is done safely so that the data is irrecoverable. Appropriate back-up and disaster recovery solutions are in place.

### **What happens if a member dies?**

If we are requested by their next of kin to delete it, we will do so on the same basis as when requested to remove data by a member.

## **Your Rights**

Under the GDPR you have rights which you can exercise which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself
- Object to how we are using your information
- Stop us using your information in certain ways

If you would like further information or would like to exercise a right, please contact Mr Ed Paterson, [edmix@live.co.uk](mailto:edmix@live.co.uk)

## **Members of the Public attending RMCBS events**

At Rotherfield and Mark Cross Bonfire Society (RMCBS) events, the Society may collect and use personal information about members of the public. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union and in the United Kingdom, and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **Information collected by us**

The data collected about members of the public can include:

- Personal information such as full name and contact details
- Photographs or film footage

### **How we use your personal information**

RMCBS collects data that is necessary for the purposes of its legitimate interests such as:

- Organisation and administration of events (for example inviting attendees to Senior Citizens lunch)
- Communication of Society business (for example contacting competition winners)
- Promotion of RMCBS and its events
- Historical record of RMCBS events

### **Who we share your personal information with?**

Members of RMCBS have access to data in order for them to carry out their legitimate tasks for the society. Personal data such as contact information will not be shared with any third-party organisations.

Photographs or film taken at RMCBS events may be shared with RMCBS members. They may be shared on the Society's website, in the Society's annual procession programme or via its social media channels including Facebook and the Society's Whatsapp group for Walkers. They may also be shared with media outlets such as local newspapers and magazines.

We will share personal information with law enforcement or other authorities if required by applicable law.

**How long your personal data will be kept?**

Contact information collected for event organisation will be deleted as soon as it is no longer needed for that event, usually within 1 month of the event taking place.

Photographs and film may be kept for longer periods as an archive and historical record of Society events.

**How will we let you know that photographs/film are being taken?**

The Society will display a poster at all events to notify members of the public whenever photographs or film footage are being taken.