

The John Hampden Society Privacy Policy

The purpose of this policy

This Policy governs the use of your personal data by the John Hampden Society (JHS). We are committed to protecting and respecting your privacy and security.

Who are we?

References to “we”, “our” and “us” in this document relate specifically to the JHS a registered charity, and its trustees. The Charity’s registration number is 1098314 and its official address is 134 Park Road, Chiswick, W4 3HP. The JHS is responsible for the www.johnhampden.org website. We can be contacted via the JHS website or the Charity’s official address 134 Park Road, Chiswick, W4 3HP.

Information about you

We will collect personal information from you when you join the JHS or access its services. This may include your name, title, email address, physical address, telephone numbers, role title and any information about you that you divulge which might assist in preserving, researching or interpreting John Hampden’s life and times.

You have the right at any time to request and be provided with a report listing details of all the information that we hold about you and what we do with it. You can ask us to stop or restrict our processing of your information, require us to amend information that is incorrect or to erase all the information that we hold about you. If you want to make such a request please email us at the www.the_secretary@johnhampden.org or write to John Hampden Society at our official address 134 Park Road, Chiswick, W4 3HP

We may collect contact information about you if you are a media organisation, national or local government officer or a member of an amenity or local society or organisation that can help support our charitable aims.

Our use of members’ information

Members’ personal information will be treated as strictly confidential and only be used to,

- Process your membership payment each year;
- Process your Gift Aid payment every year (if relevant);
- Send you news and information of events and activities organised by the JHS;
- Send you governance information including meeting dates, minutes and agendas;
- Update personal information already held

Your request to join the JHS will be treated as your consent for us to process your personal data for the purposes set out in this paragraph.

If you are a trustee or nominated representative of the JHS we may share your information with one of our partner organisations in order to further the aims of the JHS e.g. research or the giving of talks. Your consent for this will be sought when you become a trustee or nominated representative.

If we wish to use your information for any other purpose, we will contact you to seek your consent. Processing the contact information of non-members who could assist our charitable aims will only be for those purposes and will be conducted on a legitimate interest basis.

Security

We will take reasonable precautions to prevent the loss, misuse or alteration of information that you give to us. We may communicate with you by email. Such communications won’t be encrypted and if you would prefer us not to communicate with you in this way, please let us know.

Whilst we endeavour to keep our systems and communications free from viruses and other forms of malware we cannot bear responsibility for all our communications being free of computer viruses and malware.

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Third parties and your information

In relation to each of the uses set out above in the storage and processing of your information, your personal data may be shared with third party organisations that we appoint to assist the JHS in furthering its objectives. We shall endeavour to ensure that any such recipient of your personal data use appropriate security measures to protect your personal data in line with the requirements set out in the GDPR.

Changes to your information

The Society will retain your information as long as you are a member or until you decide otherwise. If you would like to access the information the Society holds about you, or if you would like to change or withdraw information that we hold on your behalf please contact the Membership Secretary by email at membership@johnhampden.org or by post to: 45 Colehill Crescent, Muscliff, Bournemouth, Dorset, BH9 3QH.

Retention

We will keep your personal data for as long as you remain a member and will retain only the data relating to ex-members that is necessary to meet our statutory responsibilities.

If your membership subscription lapses we will retain all your personal data for one further year or, if sooner, when you confirm that you no longer wish to be a member.

We will keep all other information for as long as it remains current for performing our charitable aims.

Complaints

If you are dissatisfied with the way the JHS has processed or used your personal data you should in the first instance raise your concerns with us. If you are dissatisfied with the your complaint has been handled you can ask the Information Commissioner to look into the matter. Details can be found at <https://ico.org.uk/concerns/>.

This Privacy Policy is agreed by the Board of Trustees and will be reviewed annually at the Society's AGM and more often if necessary.

Date of this policy:

April 2020