

Data Privacy Statement

May 2018

Introduction

Following the introduction of the new General Data Protection Regulation (GDPR), which comes into force on 25th May 2018, we would like to let you know what Fordingbridge Astronomers (hereinafter also called “Club”) does with personal data given to it by members of the public.

Firstly, we strongly believe in protecting your personal data, which is why we collect only the absolute minimum data where necessary.

Basis for obtaining Personal Data

When anyone wishing to become a member of Fordingbridge Astronomers applies for membership the minimum personal contact details will be collected by the Club for the basis of contacting you.

When signing up for any visits to the Society, either privately organised or public open evening/day visit, the minimum of information is obtained so that we can fulfil our part of the ‘contract’ to provide you with a service (Club meetings). This information is held by the Data Controller, who is a Club Committee member, and is stored electronically in an encrypted file.

Names and email addresses of current members may also be held by other Club Committee members, who will also keep them in an encrypted format and use them only for communication with members.

Data Processing

The Club lawfully processes your personal data; by which we mean we will maintain a list containing the following information:

- Full name
- Address
- Telephone numbers (optional)
- Email address (optional)

The list is used for Club membership administration purposes only.

We will remove your personal data when you end your membership with the Club, or within six months from non-payment of your last subscription if you haven’t informed us of your membership termination.

When signing up for any visits to, or events held by, the Club, either privately organised or public open evening/day visit, the minimum of information is obtained so that we can fulfil our part of the ‘contract’ to provide you with a service (the visit/event). We will create a list (name

only) for your visit/event so that our volunteers on duty will know who to expect to visit on the evening/day. These data will be deleted within six months after the visit or event.

Data Sharing

We do not share, give, sell or otherwise pass on any personal data to other organisations. If you have an image published on the Club website, your name will be displayed unless you state otherwise.

The Club is compelled to share personal data if required to do so by law (e.g. the Police). Such circumstances would include for the prosecution of any offence committed. Also, personal data may be shared if there are any legal disputes between the Club and any person.

Your Rights

You have the right to ensure that we process your personal data fairly and where we do hold your personal data, that information is accurate.

You have the right to ensure that we do not hold personal data about you longer than is necessary and to have those data removed (also known as the right to be forgotten or the right to erasure).

If you wish your data to be removed sooner than the timescales described under **Data Processing**, please contact the Club.

Data subject request

To make a request to see what data we hold, what processing the Club does with your personal data or to have data erased, you should contact the Society. You can make that request by contacting the Club Secretary at secretary@fordingbridgeastro.org.uk

The Club will have 28 days to respond to your request. There is no fee attached to making this request.

Data Breaches and Complaints

If you believe there has been a data breach with your personal data, you should immediately contact the Club by contacting the Secretary at secretary@fordingbridgeastro.org.uk

The data breach will be investigated and findings reported back to you.

Further information regarding GDPR and making a complaint to a higher authority can be found at the Information Commissioners' Office at www.ico.org.uk

Should you require any further details, please do not hesitate to contact the Club Secretary at secretary@fordingbridgeastro.org.uk