

Privacy Policy & How We comply with UK GDPR



Our Privacy Policy sets out how your personal information is used and held by Robertsbridge Bonfire Society.

How we use your personal information

This privacy notice is to let you know how we promise to look after your personal information. This includes what you tell us about yourself, what we learn by having you as a member and the choices you give us about what marketing you want us to send you. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

Updated: May 2022

Introduction

Robertsbridge Bonfire Society is a membership organisation run by volunteer members. You can contact us for general data protection queries by email 'robertsbridgebonfiremembership@gmail.com' or 'robbonfire@gmail.com'.

How the law protects you

As well as our Privacy Policy, your privacy is protected by law. This section explains how it works.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside Robertsbridge Bonfire Society.

The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you.

Your rights

Your personal data is protected by legal rights, which include your rights to:

- object to our processing of your personal data.
- request that your personal data is erased or corrected.
- request access to your personal data.



For more information or to exercise your data protection rights, please contact us using the e-mail addresses above.

You also have the right to complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/>, which regulates the processing of personal data.

How we may use your personal information

We will use your personal information under our fair processing policy to manage our relationship with you, develop new ways to provide service for our members and to grow our organisation in an efficient and proper way, develop and carry out marketing activities and to study how our members use services from us and manage our brand and services.

When we may use your personal information

We will use your personal information for fulfilling membership services we have with you and for what we consider to be our legitimate interests or our legal duty. Legitimate reasons when we may use your personal information include maintaining our records and managing our relationship with you, our member, including advising you of new products or key events in the products you already have through us. For anything else, we will only use your personal information with your consent.

What type of Personal Information we will gather?

For us to be able to provide you with the services related to your membership with us, we need to collect personal information about you. These will include (but are not limited to) your name, age and contact details.

Where will we gather your Personal Information from?

Most of your personal data we collect will come directly from you, from information you provide, details of telephone calls, email correspondence and the completion of application forms. We gather data from devices you use to connect to those services, such as computers and mobile phones, using cookies and other internet tracking software.

Who will we share your personal information with?

We will share your personal information with other organisations when required, such as:

- HM Revenue & Customs, regulators, and other authorities
- Companies you ask us to share your data with

In addition to the above, should we undergo a major organisational restructuring, then your data will be used by the new organisation in the same way as set out in this notice.

How will we keep your personal information secure?

We have strict procedures for how and where we store and share your personal data, that comply with industry practices, for both electronic and paper formats. We store all the information you give us and will use new information to update existing records we hold for you.

Marketing

We can only use your personal information to send you marketing messages if we have either your consent or a 'legitimate interest'. A legitimate interest is when we have a reason to use your information in a way that is fair and potentially beneficial to you.

You can ask us to stop sending you marketing messages by contacting us at any time. If you change your mind, you can update your choices at any time by contacting us.

How long we keep your personal information?

We will keep your personal information whilst you are member of Robertsbridge Bonfire Society. After you stop being a member, we may keep your data for up to seven years so that we can:

- Respond to any questions or complaints.
- Show that we treated you fairly.
- Maintain records according to rules and legislations that apply to us.

We may keep your data for longer than seven years if we cannot delete it for legal, regulatory, or technical reasons. We may also keep it for research or statistical purposes. If we do, we will make sure that your privacy is protected, and the data only used for those purposes.

How to get a copy of your personal information?

You can access your personal information we hold by emailing us at 'robertsbridgebonfiremembership@gmail.com' or 'robbonfire@gmail.com'.

Letting us know if your personal information is incorrect

You have the right to review any information we have about you and to ask us to correct anything that you think is wrong or incomplete. Please contact us as above if you want to do this. We will take reasonable steps to check its accuracy and correct it if it was wrong at the time of processing and to update your contact details if appropriate.

What if you want us to stop using your personal information?

You have the right to object to our use of your personal information or to ask us to delete it if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

Please contact us as above if you wish us to delete your personal information. There may be legal or other official reasons why we are not able to, but we may be able to restrict its use. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. We would not use or share your information in other ways whilst it is restricted.

You can ask us to restrict the use of your personal information if:

- It is not accurate.
- It has been used unlawfully but you don't want us to delete it.
- It not relevant anymore, but you want us to keep it for use in legal claims.
- You have already asked us to stop using your data, but you are waiting for us to tell you if we are allowed to keep on using it.

How to withdraw your consent

You can withdraw your consent for us to use your personal data at any time. Please contact us if you want to do so. If you withdraw your consent, we may not be able to provide certain products or services to you. If this is so, we will tell you.

How to complain

Please let us know if you are unhappy with how we have used your personal information.

You can contact us by email 'robertsbridgebonfiremembership@gmail.com' or 'robbonfire@gmail.com'.

You also have the right to complain to the Information Commissioner's Office. Find out on their website how to 'report a concern'.

Future formats for sharing data

The Data Privacy laws changed on 25 May 2018. From that date you will have the right to get your personal information from us in a format that can be easily re-used. You can also ask us to pass on your personal information in this format to other organisations if required.

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