

Privacy Policy

1. Who We Are (Data Controller) Thornbury Local History and Archaeology Society ("the Society", "we", "us") is the Data Controller responsible for your personal data.

- **Contact Person:** Chair of the Society
- **Email Address:** info@thornburyhistory.org.uk

2. The Data We Collect & How We Use It

We may collect, store, and process the following personal information from our members and visitors:

- **Identity & Contact Data:** Name, email address, postal address, and phone number.
- **Membership & Financial Data:** Subscription status and record of membership payments (processed securely via our Treasurer).
- **Attendance & Analytical Data:** Record of meeting/event attendance and visitor numbers for administrative and statistical analysis.

We use your data to:

- Manage your membership and communicate regarding administrative matters.
- Send details about upcoming meetings, talks, social events, and trips.
- Inform you of local matters relevant to the Society's purpose
- Manage society logistics and analyse overall membership/visitor trends.

3. Lawful Basis for Processing Data

Under the UK GDPR, we rely on the following legal grounds to process your personal data:

- **Contractual Necessity:** To manage your society membership and provide member benefits.
- **Legitimate Interests:** To run the Society effectively, analyse visitor and membership trends, and keep interested members/visitors informed about relevant local history matters and events.
- **Consent:** Where you have explicitly opted in to receive non-essential communications (which you can withdraw at any time).

4. How We Store and Protect Your Data

- **Digital Records:** Stored on password-protected devices and cloud storage with restricted access.
- **Physical Records:** Paper copies (e.g., membership application forms or payment registers) are stored securely by the Treasurer.
- **Access Control:** Access to your personal data is strictly limited to authorized members of the Society's Committee on a need-to-know basis.

5. Data Sharing and Third Parties

We do not sell, rent, or trade your personal information.

6. How Long We Keep Your Data

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected:

- **Member Data:** Retained for the duration of your active membership, plus 1 year after membership lapses for administrative and auditing purposes.
- **Visitor Data:** Retained for up to 24 months following an event, unless you opt-in to receive ongoing communications.

7. Your Legal Rights

Under UK data protection law, you have the following rights regarding your personal information:

- **Right of Access (Subject Access Request):** You can request a copy of the personal information we hold about you.
- **Right to Rectification:** You can ask us to correct inaccurate or incomplete information.
- **Right to Erasure ("Right to be Forgotten"):** You can ask us to delete your personal data where there is no legal reason for us to keep it.
- **Right to Withdraw Consent:** Where processing is based on consent, you may withdraw it at any time.

To exercise any of these rights, please contact the Chair of the Society using the contact details provided above. We will respond within one calendar month.

8. Right to Complain to the Regulator

If you have concerns about how we handle your personal data, we ask that you contact us first to resolve the issue. However, you also have the right to lodge a complaint with the UK data protection supervisory authority:

- **Information Commissioner's Office (ICO)**
- **Website:** www.ico.org.uk
- **Helpline:** 0303 123 111

9. Policy Reviews

We review this policy regularly to ensure compliance with changing laws and operational practices. Any significant changes will be communicated to members directly or published on our website.

Updated: October 2026