



## DATA PRIVACY POLICY

Aldeburgh and District Local History Society (ADLHS) is committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who become members and those who visit our website. It covers how we use the data, the conditions under which we may disclose it to others and how we keep it. We may change this Policy from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website, you are agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [mail@adlhs.org.uk](mailto:mail@adlhs.org.uk) or in writing to ADLHS, Cob House, Aldeburgh IP15 5PD.

### Who are we?

We are Aldeburgh and District Local History Society an independent not for profit society.

### How do we collect information from you?

We obtain information about you when you use our website, for example, when you contact us about becoming a member or to purchase any products and services (for example tickets to our events), or to take part in an activity that we may organise or if you register to receive information from us.

### What type of information is collected from you?

The personal information we collect might include your name, address, email address. If you become a member online or purchase a product from us, your card information is not held by us, it is collected by our third party payment processors, who specialise in the secure online capture and processing of credit/debit card transactions, as explained below.

### How is your information used?

We may use your information to:

- process a membership application that you have made.
- process orders that you have submitted.
- to carry out our obligations arising from any contracts entered into by you and us.
- seek your views or comments on the services we provide.
- notify you of changes to our services.
- send you communications which you have requested and that may be of interest to you. These may include information about the work of the Society and the work of other related organisations and activities that we consider might be of interest.

The legal basis for most of ADLHS's uses of personal data will be in accordance with its legitimate interests in the furtherance of its objectives and obligations, provided that these are not outweighed by the impact on individuals.

We review our retention periods for personal information on a regular basis. We are required to hold some types of information to fulfil the obligations under our constitution. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

### Who has access to your information?

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Third Party Service Providers working on our behalf: We may pass your information to our third party service providers, agents subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example to process payments and send you mailings). However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own direct marketing

purposes. Please be reassured that we will not release your information to third parties beyond them unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime.

When you are using our secure online payment pages, your payment is processed by a third-party payment processor, who specialises in the secure online capture and processing of credit/debit card transactions. If you have any questions regarding secure transactions, please contact us.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us about the Society's work you can change your marketing preferences at any time by contacting us.

### **How you can access and update your information**

The accuracy of your information is important to us. You can see the information we hold about you on our website [www.adlhs.org.uk](http://www.adlhs.org.uk) (go to JOIN) . There you can change email address, or any of the other information we hold (eg address and phone number) about you. Or please email us [mail@adlhs.org.uk](mailto:mail@adlhs.org.uk) or in write to ADLHS, Cob House, Aldeburgh IP15 5PD.

You have the right to ask for a copy of the information ADLHS holds about you

We have security precautions in place to protect the loss, misuse, or alteration of your information.

When you give us personal information, we take steps to ensure that it is treated securely. Any sensitive information (such as credit or debit card details) is encrypted and protected.

Non-sensitive details (your email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems.

### **Profiling**

We may analyse your personal information to create a profile of your interests and preferences so that we can contact you with information relevant to you. We may make use of additional information about you when it is available from external sources to help us do this effectively. We may also use your personal information to detect and reduce fraud and credit risk.

### **Use of 'cookies'**

Like many other websites, the ADLHS website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. For more information on how to switch off cookies on your computer, visit our full cookies policy. Turning cookies off may result in a loss of functionality when using our website.

### **Links to other websites**

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2020.