

## The Portsmouth Society – Privacy Notice

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### Introduction

This privacy notice describes the personal data we hold and explains how and why we use that personal data. The notice applies to anyone that the Society comes into contact with, including but not exclusively; members, volunteers, the general public, professional contacts.

We are committed to protecting your privacy and security and will ensure you remain informed and in control of your information. You can decide not to receive communications or change how we contact you at any time.

We will never sell your personal data, and will only ever share it with organisations we work with where necessary and if its privacy and security are guaranteed.

Wherever you see the words 'the Society', 'PSOC', 'we', 'us' or 'our' in this notice, it refers to The Portsmouth Society.

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### The personal data we collect

The personal data that PSOC holds relating to its members, supporters and other people is limited to the following:

- Full Name
- Full postal address – including postcode
- Email address – where provided
- Telephone number – where provided
- Payment - Annual amount, Date of last payment, Renewal month
- Mailing preference – mailing opt-out

The lawful basis under which PSOC holds this data is to support the legitimate interest of the Society in providing all members with information relating to the activities and interests of the society in the form of both printed and electronic newsletters and other notices. We believe that you would expect to receive this information in return for the membership subscription you have given us.

If you believe that your personal interests, rights or freedoms are compromised by our use of your personal data, you must tell us and we are obliged under the GDPR to act on your wishes.

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### How we use personal data

We use personal data for administrative purposes in pursuit of the objectives of the Society. This includes:

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- Receiving membership subscriptions and donations (for example cash, cheques and bank transfers);
- Maintaining a database of volunteers, members and supporters;
- Keeping you up to date with our news, updates and campaigns

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### **Disclosing and sharing personal data**

We will only share information when necessary and for the purposes that you have provided the data to us. We will never sell your personal data.

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### **Newsletters**

Society newsletters are provided as a benefit to our members. We send these out to all our members unless you specifically ask us not to.

In addition to specific news items, the Society newsletters may contain limited marketing content in the form of news and information about:

- Our interests and our campaigns;
- Appeals and fundraising;

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### **Fundraising**

We rely on donations and support from others to continue our work. From time to time, we may contact members and supporters with fundraising material and communications.

As with other marketing communications, we will only contact you specifically about fundraising if you have opted into to receiving marketing from us.

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### **How we protect data**

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information.

Note that we cannot guarantee the security of your home computer or the internet, and any online communications (e.g. information provided by email or our website) are at the user's own risk.

The Society's operations are based solely in the UK and we store our data within the European Union. Some organisations which provide services to us may transfer personal data outside of the European Economic Area (EEA), however these transfers will be subject to adequate data protections.

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Under the General Data Protection Regulation (GDPR), we are required to make sure that we use and store information for as long as it is required and for the purposes for which it was collected. How long information will be stored depends on the information in question and what it is being used for.

We will regularly review the information that we hold and delete what is no longer required.

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### Your Rights

We want to ensure you remain in control of your personal data. Part of this is making sure you understand your legal rights, which are as follows:

- The right to confirmation as to whether or not we have your personal data and, if we do, to obtain a copy of the personal information we hold (this is known as subject access request);
- The right to have your data erased (though this will not apply where it is necessary for us to continue to use the data for a lawful reason);
- The right to have inaccurate data rectified;
- The right to object to your data being used for marketing or analysis; and

Please keep in mind that there are exceptions to the rights above and, though we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

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### Links to other websites

Our website contains hyperlinks to other websites. We are not responsible for the content or functionality of any of those external websites.

If an external website requests personal information from you (e.g. in connection with an order for goods or services), the information you provide will not be covered by the Society's Privacy Notice. We recommend that you read the privacy notice of any website before providing any personal information.

We operate a number of social media pages (including Facebook, Twitter and Instagram). Although this notice covers how we will use any data collected from those pages, it does not cover how the providers of social media websites will use your information. Please ensure you read the privacy notice of the social media website before sharing data and make use of the privacy settings and reporting mechanisms to control how your data is used.

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### Changes to this Privacy Notice

We will regularly review and amend this Privacy Notice from time to time to ensure it remains up-to-date and line with the Society's Data Protection Policy and accurately reflects how and why we use your personal data.

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### Contact details

Any questions and requests for action should be sent to the following address:

The Portsmouth Society

c/o 15 Balliol Road, Portsmouth PO2 7PP

Alternatively, by email to:

[mailbox@portsmouthsociety.org.uk](mailto:mailbox@portsmouthsociety.org.uk)

This Privacy Notice was last updated on 5th June 2018