



# The Somerset Archaeological & Natural History Society

## Privacy Policy 2023/2024

SANHS is committed to keeping the personal details of all our supporters safe. This includes all our members, donors, volunteers, users of our services (including our website), employees and anyone who has consented to receive communications from us. This policy explains how and why we use your personal data, to ensure that you remain informed and in control of your information.

*We may collect and process the following information:*

- Your title and full name
- Postal address
- Email address
- Telephone number
- Specified interests in SANHS
- Date you joined SANHS
- Volunteer skills and how you have helped the Society in the past
- Payment information
- Gift Aid eligibility
- Preferences in how you would like to be contacted by SANHS
- Records of donations you have made towards fundraising appeals
- Records of events you have attended, or campaigns or activities you have been involved in.

### **How we get the personal information and why we have it**

*The personal information we process is provided to us by you for the following reason:*

- You have consented to your details being added to our database to enable the Society to contact you.
- When you become a member, we process and store your data for the Society to send you information and the Proceedings.

*We use your information:*

- To process your membership payment each year.
- To process your Gift Aid declaration each year (if relevant).
- To send you Proceedings, news and information of events and activities organised by SANHS, its Associated Societies and other relevant organisations.
- To send you governance information including meeting dates, minutes and agendas.
- To notify you of volunteering opportunities.
- To contact you regarding fundraising.
- To profile member information for the purpose of skill sharing or fundraising.
- To update your information.

### **Third parties and your information**

SANHS uses third party providers to deliver part of its services to you. SANHS will never sell your information to third parties. The following third parties are currently used:

- MailChimp, to send you emails.
- PayPal, Stripe, GoCardless and Square to collect payments.
- NatWest, to process membership and other payments.

- HMRC to process Gift Aid.
- Microsoft Azure and Donorfy, to store your data.
- I-Drive to back up the office systems.
- ZOOM for online events and meetings.
- Restrict Content Pro and WordPress for providing access to website content.

### How we store your personal information

SANHS ensures your data is securely stored and the society will retain your information until you decide otherwise. We will then dispose of your information by removing your details from the database and by shredding any paper copies of your details.

### Sensitive personal data

- If you are a volunteer, we ask for information about medical conditions.
- If you attend a SANHS outdoor event, we ask for details of emergency contacts.

In both cases, this is so we can respond to an emergency effectively and responsibly.

Please note that emergency contact details are removed from our data storage immediately after the event.

### Photography at SANHS events

Photographs are taken at SANHS events. The images may be used in SANHS publicity, including press releases, on the SANHS web site, in the Society's e-bulletin and on the SANHS Facebook page. The images will be stored on the hard drive of the SANHS office computer. If you do not want to have your photograph taken, please let the event leader know before the start of the event.

### Changes to your information

If you would like to access the information the Society holds about you, or if you would like to change information that we hold, or, if you would like to cancel your membership, please contact the SANHS office at [office@sanhs.org](mailto:office@sanhs.org) or by telephone on 01823 272429.

### Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you make a request, we have one month to respond to you. Please contact us at [office@sanhs.org](mailto:office@sanhs.org) or ring 01823 272429 if you wish to make a request.

You can also complain to the ICO if you are unhappy with how we have used your data. Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>