



Somerset Archaeological & Natural History Society

Somerset Heritage Centre Brunel Way Norton Fitzwarren Taunton TA2 6SF

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www.sanhs.org
Registered Charity No. 201929

SANHS PRIVACY NOTICE

This notice sets out the basis by which the society processes personal data.

Data Controller

The Somerset Archaeological & Natural History Society (SANHS) is the 'Data Controller' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

Data collected by SANHS

SANHS may collect the following personal data: your title, full name, postal address, email address, heritage interests, volunteer skills, payment information and Gift Aid eligibility.

Storing and processing your personal data

SANHS stores your personal data on the Society's membership database and may use it in the following ways:

- To process your membership payment each year.
- To process your Gift Aid payment every 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 notify you of volunteering opportunities.
- To contact you regarding fundraising.
- To profile member information for the purpose of skill sharing or fundraising.
- To send you governance information including meeting dates, minutes, and agendas.
- To update your information.

Booking for SANHS events

If you contact SANHS about an event and are not a member your personal data will be passed to the event organiser. This information will be deleted after the event unless you have requested to be informed of the society's activities.

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, to process your shop purchases and donations.
- NatWest, to process membership and other payments.
- HMRC to process Gift Aid payments.
- Microsoft Azure and Donorfy, to store your data.
- Carbonite to back up the office systems.
- ZOOM for online events and meetings.
- Restrict Content Pro and WordPress for providing access to website content.

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, in the annual Newsletter 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.

Adopted by board on 30/3/22

For review: March 2023

Changes to your information

The Society will retain your information until you decide otherwise. 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 Membership Officer at membershipofficer@sanhs.org or by telephone on 01823 272429.

The Privacy Notice and the SANHS Data Protection policy can be viewed at www.sanhs.org or obtained from the SANHS office. This Privacy Policy may change, in which case we will notify you.