

THE BEDFORD PARK SOCIETY

Privacy Policy

1. Introduction

The Bedford Park Society (the "Society") is committed to protecting any personal information that we collect concerning you.

This Privacy Policy gives you detailed information on why we collect your personal information, how we use it and how we keep it secure. It reflects the requirements of the General Data Protection Regulation (GDPR), which becomes effective on 25 May 2018.

The Society is a charity registered with the Charity Commission for England and Wales (Registered Number: 288204).

The Bedford Park Society is the data controller of your personal information.

The contact details for the Bedford Park Society are:

Nick Bueno de Mesquita
Honorary Secretary,
10 Blenheim Road,
London
W4 1UA.

Email: secretary@bedfordpark.org

Our website is: www.bedfordpark.org

If you have questions regarding your information or its use, please contact us.

2. How we collect your personal information

We collect your information from the membership application form you complete when you join the Society. In addition, if necessary we will update this information from the renewal form you send us when you renew your membership, or otherwise advise us of any changes to your personal details. We may also collect information from bookings made by you for events or otherwise provided directly by you.

3. The types of personal information we collect

We collect the minimum amount of information we need to run the Society effectively:

- Prefix and name
- Postal address
- Telephone numbers
- Email address
- Signature
- The amount of your subscription, date paid and method of payment
- The date you first joined, re-joined or ceased to be a member
- Your preferences and interests.

In addition,

- if you have a household membership, we collect the name, email address and telephone number of the second household member
- if you pay by standing order or direct bank payment, we collect the details of your bank account

- if you elect to enable us to receive Gift Aid donations, we collect confirmation that you are a UK tax payer – as required by HMRC.

It is your decision whether or not to provide all the information listed above when you complete the membership or renewal forms. However, should you choose not to, then we may not be able to provide you with the full range of information and services that we have to offer or in which you may wish to participate.

Other information provided by you, such as bookings for events, will not be linked to this administrative information and will be kept only so long as it is required.

Children under 16 are not entitled to join the Society or to receive its membership communications. Accordingly we do not collect the above information about such children.

If you visit our website, your IP address remains anonymous so that it cannot be linked to any personal information about you.

We collect information about past and current residents of Bedford Park as part of our programme to increase knowledge of the history of Bedford Park. This information will not be collated with the administrative information discussed above.

The Society holds information about applications for planning and listed building consent. This is taken by the Society from the planning websites of the Ealing and Hounslow Councils and is always information already in the public domain. The Society does not link this information to any personal information it holds and this information is held in a different location to membership information.

Except as described above, we do not collect any information about you other than that which you or a member of your household provides to us.

4. Why we collect your personal information and how we use it

The information you share with us helps us run the Society effectively and helps us to give you, for example, information about the work of the Society and the events and activities that the Society is organising which may interest you.

Processing of your personal information is lawful if it is necessary for the purposes of the legitimate interests pursued by the data controller, as long as those interests are not overridden by your interests and fundamental rights and freedoms, and taking into account your reasonable expectations of how your information will be processed.

The Society, as the data controller of your personal information uses your personal information for its legitimate interests, which we have identified as including the following purposes:

- pursuing its charitable objects including promoting the preservation and protection of Bedford Park, its maintenance and improvement and the advancement of education about Bedford Park
- providing you with information about Bedford Park and its locality and recent and proposed developments affecting it, the Society's campaigning activities, membership events, publications, fundraising and other activities promoting the Society's purposes
- administration of memberships
- administration of subscriptions, donations and legacies, including Gift Aid tax refunds
- sending you information that you have specifically requested
- fulfilling orders for goods and services you have requested
- research and statistical analysis, including from time to time contacting you for research purposes
- ensuring that the communications you receive from us are relevant including customising the website according to members' interests
- periodically sending emails about new goods or services or other information which we think you may find interesting
- systems security including the prevention of fraud and computer hacking.

Before using your personal information for any particular purpose, we will carefully consider and balance any potential impact on you and your rights.

5. How we handle your personal information

The Society does not provide your personal information to any third parties for marketing purposes.

We may share your details

- with service providers who work on behalf of the Society in the delivery of our services to you, such as printers and mailing houses, database service providers, website hosting or email delivery services. In particular we use MailChimp as one of our data processors. The processing activities performed by MailChimp include the collection and storage of personal data, notably within our MailChimp account in order to allow us to create and use distribution lists to communicate with you by email, and the transfer of personal data to certain of MailChimp's sub-processors in accordance with MailChimp's privacy policies under the GDPR
- where lawfully required to do so by the police, a regulatory or government authority, including HMRC for the purpose of obtaining gift-aid tax refunds
- otherwise with your consent.

6. How we protect your data

The Society is committed to protecting the personal information you entrust to us. We use appropriate security and policies, so the information we have about you is protected from unauthorised access and improper use.

The personal information you provide may be transferred to and processed in countries outside the EU, such as USA. By submitting your personal data, you agree to this transfer, storing or processing.

The transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via the internet. Any transmission to or by you is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

We will keep your information only for as long as is necessary for the purposes set out in this privacy notice and to fulfil our legal obligations. We will not keep more information than we need.

We will delete other information containing personal data obtained from public sources when it has ceased to be required for the furtherance of the Society's objects.

For us to comply with regulatory information requirements, for example, from the Charity Commission and HM Revenue & Customs, we may need to keep electronic records of your subscription payments and copies or originals of your membership application and renewal forms for a specific period. After this period, the records will be deleted and the forms will be destroyed. At your request we will send you a written confirmation confirming the deletion.

Our website may contain links to other websites of interest. However, you should note that we do not have any control over any such other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites. Such sites are not governed by this privacy policy. You should exercise caution and look at the privacy statement applicable to the website in question.

7. Your choices

You can request at any time:

- copies of your personal information that we hold

- that your data be corrected, for example change of address
- that we change the method of contacting you
- that we stop contacting you

as explained below.

You can contact us by email or in writing using our contact details at the start of this policy or by using the Contact Form on the Society's website. In addition every email circular we send to you includes a link and details on how to change your communications preferences or unsubscribe from future communications. Depending on the information or change requested, for security purposes we may require additional identification from you before acting on the request.

You may change your contact information and your preferences as to what type of communications you want to receive and how you want to receive them. We will comply with your preferences. However, there are some communications that need to happen regardless of your preferences. These are essential communications of the Society, for example:

- membership-related mailings such as your renewal reminder, notices of the Annual General Meeting or other general meetings of the Society and circulation of the Society's Accounts and Annual Review in accordance with the rules of the Society
- transaction notification messaging, such as confirmation of payments.

You may request details of personal information that we hold about you. If you would like a copy of the information held on you please write to the Society's address shown above.

You have the right to require that incorrect information held about you by us be corrected. If you have any concern about the accuracy of your personal data, please let us know.

If, having contacted us, you do not receive the service to which you feel that you are entitled, you have the right to lodge a complaint with the supervisory authority, The Information Commissioner's Office – www.ico.org.uk.

8. Updates to this Privacy Policy

This policy was last updated on 15 May 2018.

We may need to update it periodically to take into account changes at the Society or for example to reflect changes to regulations or legislation.

Updates to this policy will be posted on the Society's website. Please check it from time to time. We will also inform you of any changes by email where we have your email address, or by mail if we do not.