



THE GADDESSEN SOCIETY

Founded 1945

PRIVACY NOTICE - THE GADDESSEN DIARY

Why we collect and use this information

We collect and use personal data relating to households who subscribe to the *Diary*.

We use this data to:

- keep track of subscription payments received
- ensure we deliver your copy of the *Diary* each quarter
- allow our distributors to request payment for renewal of your subscription each year.

The categories of information that we collect, process, hold and share include:

- personal information (limited to name and address)
- subscription amounts.

The lawful basis on which we process this information

We process this information under Article 6(1)(f) of the General Data Protection Regulation (GDPR), legitimate interest. This enables The Gaddesden Society to process information that relates to subscriptions to *The Gaddesden Diary*.

Collecting this information

The information you provide to us is on the basis of your subscription to the *Diary*.

Storing this information

We hold personal data for one year following the end of the subscription year, which enables us to have our accounts audited. After that, all electronic records will be deleted and paper records securely shredded.

Who we share this information with

We share this information with:

- our distribution co-ordinators, who batch copies of the *Diary* for each local distributor
- the local distributors for each area, who deliver the *Diary* to you each quarter
- our auditor, who sees the completed record, enabling reconciliation of the total funds received for the year.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact TheGaddesdenSociety@gmail.co.uk or telephone 01442 842496.

You have the following rights in relation to our processing of your data:

- the right to be informed;
- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to data portability;
- the right to object; and
- the right not to be subject to automated decision-making including profiling.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Further information

If you would like to discuss anything in this privacy notice, please contact TheGaddesdenSociety@gmail.co.uk.

Date published: 15th May 2018