

Kilbarchan General Society's Privacy Policy

When you contact us through the post, email or our website you trust us with your information. This policy will help you understand what information we collect about you, why we collect it and what we use it for. It's quite long but important and we'd like you to read it carefully.

This Privacy Policy explains:

- What information we collect
- Why we collect it
- How we use it
- The choices you have and your rights, including how to access and update information

Changes to data protection law

The data protection regulations changed on the 25th of May 2018 when the General Data Protection Regulation came into force in the UK and across the European Union.

This Privacy Policy was last updated on 3rd March 2019. Any personal identifiable information you provide us whether through the website or otherwise, will be subject to the most current version of this Privacy Policy posted on our website, we may have to make changes to this policy in the future. We recommend checking the website from time to time to see any changes.

Who we are and how you can contact us

When you use our website, Kilbarchan General Society is the data controller (referred to as "the Society" "we" "us" or "our" in this privacy notice). We are contactable via our Clerk; Mr S Vaughan, 11Burnside Gardens, Kilbarchan , PA10 2HQ.

We have appointed a data protection officer ("DPO") who is responsible for overseeing questions related to this Privacy Policy. If you have any questions in relation to this Policy, including requests to exercise your rights, please contact the DPO at generalsociety1765@gmail.com or write to DPO, 11 Burnside Gardens, Kilbarchan, PA10 2HQ.

When we refer to our website we mean the website at <http://kilbarchangeneralsociety.org.uk/>

Where we collect your personal information from

We may collect, store and transfer personal information about you in the following ways:

Data you give us:

- When you register as a member of the Society
- When you talk to us on the phone
- When you use our website
- When you email or send us letters
- When you engage with us on social media
- When you contact us regarding a donation or to request funds from us
- When you send us photographs or video of yourself or events
- When you give us feedback or comment on our website or social media page

Data we collect when you use our services;

- We use several products to analyse traffic to our website. We collect only anonymous data for statistics, we do not tie a specific visit to a specific IP address
- When you leave us feedback
- When you contact us by letter or email

Data from 3rd parties

- When a 3rd party suggests you for a release of funds
- Identity and contact data from publicly available sources

Data we collect about you

We may collect, use, store and transfer different kinds of personal data which we have grouped as follows:

Identity data – name, title, photographs, date of birth, date of death (when applicable) and gender.

Contact data – delivery address, email address, telephone numbers, social media addresses

Technical data – IP address, browser type and version, time zone setting and location, browser plug-ins and versions, operating system and platform and other technology on devices used to access our website

Profile data – feedback and responses

Usage data – information about how you use our website

Marketing and Communication – your preferences in receiving marketing from us and your communication preferences.

We also collect and use aggregated data such as statistical or demographic data. Aggregated data may be derived from personal data but is not considered personal data in law as this data does not reveal directly or indirectly your identity. For example, we may aggregate your usage data to calculate the percentage of users accessing specific website features. However, if we combine or connect aggregated data with your personal data so that you can be identified directly or indirectly we treat the combined data as personal data which we will use in accordance with this privacy notice.

We **do not** collect any special categories of personal information about you. This includes details about race or ethnicity, religious/philosophical beliefs, sex life, sexual orientation, political opinions/affiliations, trade union membership, health information or genetic and biometric data.

How we use your personal information

We can only use your personal information if the law permits us to. We have set out below the personal information which we collect from you, how we use it and the legal basis on which we rely when we use the personal information.

Most commonly, we will use your personal information in the following circumstances:

- Where we need to register you as a member of the Society, we'll collect your address and email details for purposes of identifying and contacting you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (for example, we will use your email address to sent you information about upcoming events).
- Where we need to comply with legal or statutory obligations.
- Where we can collect and process your data with your consent (for example, when you tick a box to subscribe to a newsletter).

Purpose of Activity	Type of Data	Our lawful basis for processing including our legitimate interests (if applicable)
<p>Details of interactions with us through email, letter, telephone, social media or dropping in to a managers meeting, including sending you relevant, personalised communications by post in relation to updates, events and requests. For example, we collect notes from conversations with you, details of any complaints or comments you make, details of donations and bequests and how often you contact us.</p> <p>Handling the information you send enables us to respond.</p> <p>We may also keep a record of these to inform any future communication with us and to demonstrate how we communicated with you throughout.</p>	<p>Identity Data, Contact Data</p>	<p>Necessary for our legitimate interests. We do so to process membership and payments as expected by legal right of process.</p> <p>We also use this information to protect ourselves from fraud and other illegal activities.</p>
<p>Displaying images on our social media and website</p>	<p>Identity data</p>	<p>We'll need prior consent for this</p>

To use data analytics to improve our website	Technical and usage data	Necessary for our legitimate interests (to help show how many and from where our website visitors originate and to help keep our website relevant)
--	--------------------------	--

Cookies

You can set your browser to refuse all or some cookies, or to alert you when a website uses cookies. If you disable or refuse cookies some parts of this website may become inaccessible or not function properly. For more information about cookies see: <https://wordpress.org/about/privacy/cookies/>

Children

It is not our policy to collect the personal information of children under 13 years of age

Opting Out

You can ask us to stop contacting you at any time by contacting generalsociety1765@gmail.com

Change of purpose

We will only use your personal information for the purposes we collected it for, unless we reasonable consider we need to use it for another purpose that is compatible with the original purpose. If we need to use your personal data for an unrelated purpose we will notify you of the change and ask for your consent if there is no lawful reason for us changing the purposed use of the data.

Transferring your personal information outside of the EEA

We don't do it. Ever

Data Security

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition we limit the access to your personal information to the elected Managers or the Kilbarchan general Society.

We have put in place procedures to deal with a suspected data breach and will notify you of a personal information data breach where we are legally required.

How long do we keep your information?

The Society holds your Identity and Contact data for as long as you remain a member of the Society

Your Rights

You have rights under Data Protection Laws in relation to your personal information. You have the right to;

Request access to your personal data held by the Society. This enables you to receive a copy of the information we hold on you to check we are lawfully processing it.

Request correction of the personal information we hold about you. This permits you to have any incomplete or incorrect data we hold about you corrected. We might need to verify this new data.

Request erasure of your personal information. This permits you to ask us to delete or remove your personal data where there is no good reason for us to still be processing it.

Objection to processing your personal information

Request restriction of processing of your personal information

Request the transfer of your personal information to you or a third party

Withdraw consent at any time where we are relying on consent to process your personal information. This won't affect the lawfulness of any processing carried out before you withdrew consent.

There will be no fee to access your personal information

Time to respond We will endeavour to respond to all legitimate requests within a month. More complex or larger numbers of requests may take longer. We will keep you updated.

Making a complaint

Please let us know if you are unhappy with how we use your personal information by contacting us at generalsociety1765@gmail.com

You also have the right to complain to the Information Commissioner's Office. You can find their contact details at www.ico.org.uk . We would be grateful of the opportunity to resolve your concerns before you approach ICO so please contact us in the first instance.