

The Ipswich Society
Privacy Notice
May 2018



The purpose of the Ipswich Society is to promote public consciousness and appreciation of the beauty, history and character of Ipswich and its surroundings, encouraging the preservation, development and improvement of the features which go to make pleasing conditions in which to live and work. The Society pursues these ends by such means as meetings, lectures, study groups, exhibitions, publications, web site and social media, and in order to do this we collect personal contact data (name, address, phone, email) from members.

This privacy notice tells you what to expect when the Ipswich Society collects personal information. It applies to information we collect from:

- Members of the Ipswich Society – we will lawfully process your contact data under contract (your membership form, renewal form and membership profile form) to manage your membership; for example AGM notices and subscription updates. We shall be making changes to these forms in order to obtain your active consent for the use of your contact details for such things as Newsletter delivery and event updates.
- People who contribute to our Newsletter and social media accounts – we will credit you as the source of your contribution, lawfully processed under consent.

If a member indicates that they wish to leave the Society, their records will be destroyed within a month. If a member fails to renew membership, but does not inform the Society, their records will be destroyed by the end of that year. If a member wishes to remain a member but be removed from a specific list (e.g. the email list) they should contact the Secretary of the Ipswich Society at the address below.

Your data is only used within the Ipswich Society and occasionally close associates (for example postal addresses to the Newsletter printer/mailer). We do not share your contact data.

The General Data Protection Regulation provides rights for individuals to be informed of the data held on them and to have it removed. The Information Commissioner's Office (ICO) website www.ico.org.uk holds more information. The Ipswich Society tries to meet the highest standards when collecting and using your data. For this reason we take any complaints we receive about this very seriously and we would welcome any suggestions for improvement. We will keep our privacy notice under regular review.

If you have any queries about the data we hold on you, please contact me on:

secretary@ipswichsociety.org.uk

or at 61A Fonnereau Road, IP1 3JN

Caroline Markham, Hon Secretary