



Privacy Notice

Review date: October 2024

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The Provincial Society
30 Wises Court, Mumby Road, Gosport, Hampshire PO1 3LS

www.provincialsociety.org

Registered Charity No.1104834

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Privacy Notice

1. Who are we?

The Provincial Society whose registered address is 30 Wises Court, Mumby Road, Gosport Hampshire PO12 1DD

We are registered as a Charity, and our registration number is: 1104834

2. What information do we collect about you?

We collect the personal data that you may volunteer as part of completing membership or donation forms and visitor surveys.

Personal information we collect may include:

- Your name and title
- Postal address, email address and telephone numbers

3. What we do with your information

Depending on your relationship with The Provincial Society, and the preferences you have indicated, data we hold may be used for the following purposes:

- Informing you about Society events
- Sending you our quarterly magazine, *Provincial Press*
- Informing you of our fundraising operations, including occasional targeted requests to consider giving financial support to The Provincial Society, or to ask you to consider supporting us in other ways.
- To send you other relevant communications based upon your relationship with The Provincial Society.
- To send you surveys

You can opt out of any / all communications at any point simply by contacting info@provincialsociety.org

There are some Membership and donation communications that we are required to send regardless of your contact preference. These are essential communications, deemed necessary to fulfil our contractual obligations to you. This would include advance notice of meetings, thank you letters, Member benefits such as *Provincial Press*, renewal reminders, Gift Aid confirmation letters and querying returned mail or bounced payments with you.

From 01 March 2018, we moved to an 'Opt-in only' communications policy. This means that we will only send information to those that have explicitly stated that they are happy for us to do so via their preferred channel(s) (email, phone, SMS or post). This is a requirement of the General Data Protection Regulation (GDPR) which became law on 25 May 2018.

4. How we update, screen and analyse your information

We continuously review records of members to ensure your data is as accurate as possible.

5. Who we might share your information with

We do not disclose personal data to any third parties or external organisations, other than data processors carrying out work on our behalf.

An example of such data processors would be mailing houses for the sending of our '*Provincial Press*' magazine.

Any such companies are acting as approved data processors for The Provincial Society, and we retain full responsibility for your personal data. Data processors will act only on our instructions and only receive the minimum data necessary to complete the assigned task.

We will never transfer your personal information overseas.

We are required to ensure any transfers of data will be done securely, in accordance with best practice, and in compliance with the Data Protection Act 2018 (The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR)).

6. How we store the data and keep it secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access;
- Improper use or disclosure;
- Unauthorised modification.

7. How can I access the information about me, and correction of information?

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of those personal data – this is called a 'Subject Access Request'

To make a Subject Access Request you will need to provide adequate proof of identity such as a copy of your passport, birth certificate or driving licence before your request can be processed.

Please try to be as clear as possible about the information you are seeking.

Once we have received your Subject Access Request and proof of identity, you will receive a response from us within 40 days and you will be able to get copies of any information we hold on you. However, exemptions to disclosure may apply in some circumstances.

Subject Access Requests should be sent to:

The Provincial Society Secretary
c/o 30 Wisers Court
Mumby Road
Gosport
Hampshire
PO12 1DD

Email: info@provincialsociety.org

At any time, you may request that we delete or correct your personal information. If you wish to correct any information on you held by The Provincial Society, simply contact info@provincialsociety.org

8. Cookies and website information

We do not use cookies on our website, but the service does provide information about the usage and pages accessed on our website. We use this information for the development of the website.

9. Change to our privacy notice

We regularly review our privacy notice, and may make changes from time to time. Any changes made will be posted to this document. This policy was last updated as shown on the front page of this document.

10. How to contact us

If you have any comments on our privacy notice, or information we hold about you please contact us:

- By email to info@provincialsociety.org
- Or write to us at The Provincial Society (Secretary), c/o 30 Wises Court, Mumby Road, Gosport, Hampshire PO12 1DD

Annex A to PS00040 - Consent Statement

To comply with General Data Protection Regulation, we now require you to 'Opt-In' to receive communications.

We would like to keep in touch with you about our news, activities and fundraising appeals as well as sending the quarterly magazine 'Provincial Press'. You can opt out at any time. If you agree to be contacted please tick any of the following boxes which apply:

Post

Email

Phone

SMS (Text Message)

For your name and address to be sent to the mailing house that publishes the Provincial Press. (Note: As the magazine is posted directly from the printers this will ensure continued delivery).

I have made clear in the boxes above, the options which I would like the Provincial Society trustees and committees to use for future communications. I understand that I can opt-out at anytime by contacting info@provincialsociety.org with my request.

Signature: _____ Name: _____

Membership No: _____ Date: _____

My current details are:

Postal Address: _____

_____ Postcode: _____

Email Address: _____

Telephone No: Home: _____ Mobile: _____

Please return completed form to the Membership Secretary at registered address.