



# **Lewes History Group: Privacy Notice**

## **Version 2.3**

Adopted by Lewes History Group on 01/03/2025

Issue number      2.3\_\_\_\_\_

Next review date    01/03/2028 \_\_\_\_\_

## **1. Introduction**

Lewes History Group (LHG) collects and uses certain types of information about the individuals it encounters in the course of its work and the delivery of the services it provides.

The purpose of this policy is to outline how LHG processes such information in line with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018 and other relevant legislation.

## **2. Data Protection Act 2018**

The Data Protection Act 2018 is designed to ensure that personal data about living individuals is handled properly by organisations and that the rights of individuals to access information that is held about them are protected. Any person or organisation that handles personal data must therefore comply with the requirements of the Act.

## **3. What is personal data?**

Personal data is information about a living individual which allows that person to be identified. Such information can exist in a variety of formats, for example, on a computer or in a paper filing system.

## **4. What principles apply to the collection of personal data?**

There are eight governing principles that must be followed in connection with the processing of data about individuals. These state that information must:

1. Be processed fairly and lawfully.
2. Be collected and processed for the particular purposes specified. In other words, it must not be collected for one reason and then used for another.
3. Be adequate, relevant and not excessive for the purposes for which it is kept.
4. Be accurate and, where necessary, kept up-to-date.
5. Not be kept for longer than necessary.
6. Be processed in accordance with the subject's rights.
7. Be kept securely and adopt measures to guard against its accidental loss.
8. Not be transferred outside the UK unless the country receiving it has an adequate level of protection for the rights and freedoms of data subjects.

## **5. How LHG uses personal data**

All personal data is treated strictly in accordance with the terms of the Data Protection Act 2018. This means that, as outlined below, confidentiality will be maintained and appropriate security measures are taken to prevent unauthorised disclosure.

The explanation and the precautions taken to manage the data are two fundamental requirements of the Data Protection Act.

LHG uses personal data only for LHG-related purposes, and does not divulge them to any third party without prior consent. We explain to each member and follower why we ask them for the information and assure them that it will be carefully managed. We ask all members and followers to agree to LHG holding their personal details electronically, and maintain records of this agreement. We also point out where our full Privacy Notice can be found.

When members join LHG, they are asked to provide their name, postal address, email address (if any) and a contact telephone number.

For those members who pay their annual dues by Standing Order (SO), we hold no details or copies of those SOs, only a record that one is in place.

In the case of those who do not wish to join, but want to be kept informed of relevant events and/or news (followers), we simply collect name and email address, and DPA consent.

Those who simply want to be kept informed of relevant events and news by email can enroll on our website, and can manage their own enrolment via a link provided in every email sent.

When a membership is not renewed, or on request, we delete all related paper and digital records.

## **6. What personal data is used for**

We use the data to communicate with our members and followers by email, post and – very occasionally – telephone for urgent contact (for example in the event of a last-minute meeting cancellation). Our policy is to use email BCC features to ensure that members' and followers' details are not disclosed to others unless they have given prior consent, for example when a group of members is working together on a project.

It is the responsibility of a member or follower to make it clear that they are resigning from LHG so as to prevent further communications. Records of expired members are retained for 36 months.

Members who have not renewed their membership within three months of renewal falling due will be assumed to no longer wish to remain a member and will be removed from the active members list. An attempt will be made to contact the member at their last known email address, letting them know that they will be completely deleted from the LHG membership database unless the member asks to be recategorized as a follower.

### **Lawful basis for holding personal data**

Our lawful basis for holding our members' and followers' personal data is consent, that is the consent given when a person applies to become a member or follower.

Any individual about whom LHG holds personal data will be given access to the data held about them on request, and can ask for it to be deleted (although that would effectively terminate their relationship with LHG). At all times, LHG will ensure that the rights of individuals can be fully exercised. If unsatisfied, individuals have the right to complain to the supervisory authority and to a judicial remedy.

## **7. How the data is protected**

Member and follower data is managed and controlled by the Membership Secretary, who is a member of the LHG Executive Committee.

To ensure data security, we take the following steps and policies:

- We have a Data Protection Officer, who is also the Membership Secretary. The Membership Secretary is responsible for ensuring compliance with data protection legislation.
- We use the Membermojo application ([membermojo.co.uk](http://membermojo.co.uk)) to manage our membership database, which includes followers. The database is accessed through a PC with current levels of operating system, software and anti-virus and anti-malware software. The database is also subject to Membermojo's own Privacy Policy.
- Access to our website (where email addresses are captured and held for news items distribution) and social media services (Facebook) are also password controlled, again with access limited to two committee members.

If our data or other digital assets were hacked, we would advise members and followers of what occurred, investigate the breach and take steps to prevent its recurrence.

## **8. Policy review**

This privacy notice will be reviewed periodically by the executive committee to reflect best practice in response to changes in relevant legislation or an identified failing in its effectiveness.

It is the opinion of the Committee that this is sufficiently secure for a volunteer non-profit group of our size, purpose and activities.