

BATH CENTRE NATIONAL TRUST PRIVACY STATEMENT

The EU's General Data Protection Regulation (GDPR), effective from 25 May 2018, requires any organisation that collects and processes personal data to inform its members or clients about how that data is collected, processed, used and safeguarded. The GDPR defines personal data as "any information relating to an identified or identifiable natural person ("datasubject"); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person."

To collect and use your personal data, BCNT relies for its legal basis to do so on a condition defined in the GDPR as "legitimate interests" i.e. it is in our legitimate interests to collect your personal data in order to be able to stay in contact with all our members and to provide you with all the information, services and activities we offer in accordance with BCNT's declared purpose of raising funds for the National Trust. UK law obliges us to manage your personal information fairly, lawfully and transparently.

HOW DO WE OBTAIN INFORMATION ABOUT YOU?

You consent to provide us with personal data when you:

- Complete an initial membership application form or an annual membership renewal form
- Complete an application form for any outings and social events
- Contact the Membership Secretary to request that your details be updated
- Provide us with your name for the attendance register for a lecture

WHAT INFORMATION DO WE HOLD ON YOU?

- First name and surname; address including postcode; (home and/or mobile) telephone number(s); e-mail address if you choose to receive correspondence electronically, BCNT membership number.
- Emergency contact name and telephone number in case of accident or injury
- Any food allergies you inform us about when you apply for lunches

In no circumstances does BCNT obtain additional information about you from any other sources. Please note that:

- Any cheque you supply for any outing or other event is paid directly into BCNT's Bank account. We create a list of the names of those who have paid in order to provide an attendance list for the event in question, but we do not retain either on paper or electronically any record of your Bank account details.
- At any point you may choose to unsubscribe from the e-mailing list or from receiving printed newsletters and correspondence by making a formal written request to that effect to the Membership Secretary.
- If you do not wish to grant permission for your photograph to be taken at BCNT events and used for publicity purposes you can complete a form to this effect, obtainable from the Membership Secretary. This form is retained by the Publicity Secretary.

HOW DO WE USE YOUR INFORMATION?

- To send you Newsletters electronically or by Royal Mail, according to your stated preference
- To contact you in connection with outings and social events for which you have applied
- To respond to any queries you may have

- To contact you in an emergency (e.g. an unexpected cancellation of an event or activity)
- To provide you with general information about BCNT and NT

HOW DO WE KEEP YOUR INFORMATION SECURE AND CONFIDENTIAL?

We do not use your information for any purposes other than those set out above.

Each elected Committee Member or Outings Courier responsible for collecting personal data or organising any event, activity or outing is required to sign an annual official statement confirming that he/she will only collect, handle, retain or destroy/ delete such data in strict accordance with the Data Protection Act 1998, the General Data Protection Regulation 2018 and with the rules as set out in the full BCNT Data Protection Policy Document.

The central membership register is held by the Membership Secretary in electronic form in a password-protected file on a password-protected computer. In specified circumstances the Treasurer or Chair may access this in order to carry out essential functions of the organisation, but no other Committee members are able to do so.

Your details are not shared with any other BCNT member unless you have specifically given permission for them to be so shared. In no circumstances are your details ever shared with any third party. BCNT does not employ any third party to mail members either electronically or (other than the Royal Mail) by means of paper-based mail. Personal data is not shared with any other organisation in any circumstances.

After an activity has taken place, all paper-based documentation pertaining to the event is cross-cut shredded in accordance with an agreed disposal schedule and any associated electronic checklist is permanently deleted from the computer on which it has been created.

If you do not renew your membership by the end of May each year, your data is permanently deleted from the central Membership Database and any paper membership application forms are cross-cut shredded. In addition, on formal notification of the death of a member (other than by a notice in a newspaper) his or her membership of BCNT is cancelled and the member's details are permanently deleted.

If you access the BCNT website, BCNT does not use "cookies". The BT platform for the website does do so, but these are deleted as soon as you exit the site.

YOUR RIGHTS

You have the right to request a copy of the full BCNT Data Protection Policy Document (of which this is a summary.)

If you consent to us using your information for the purposes described above, you have the right to withdraw that consent at any time by making a request to BCNT, and your information will then be edited from our records. You need to be aware, however, that in doing so, you will then make it impossible for us to contact you by post, telephone or email about your membership and about any activities and events that we organise.

Under the Data Protection Act (1998) and GDPR (2018) you may submit to the Chair a written request (including your name and address) to see a copy of your personal data kept by BCNT in either electronic or paper-based form. This must be provided by the Chair within a maximum of one month of the request being received. In the case of any document in which the applicant's details are recorded alongside those of other members who could thereby be identified, it is entirely legitimate for other sections of the document to be deleted or redacted to protect the privacy of any other members concerned. If, upon accessing your data you believe it to be inaccurate or incorrect, you have a right to ask us to correct it promptly.

We aim to work with you on any concerns you may have about how we are handling your personal data. If, however, you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO).