

The Somersetshire Coal Canal Society Privacy Notice

The Somersetshire Coal Canal Society is committed to protecting the privacy of all of our members, volunteers and supporters. This notice explains how we treat any personal information that we hold.

Our contact details

Name: The Somersetshire Coal Canal Society ('SCCS')

Address: The Membership Secretary, 36 Lower Whitelands, Radstock
BA3 3JW

Phone 01761 433418

Email membership@coalcanal.org.uk

Website: www.coalcanal.org

Registered Charity No 1047303

Personal information is held and processed in accordance with the provisions of the UK Data Protection Act 2018. For the purposes of data protection law, the SCCS is the controller of this information.

The type of personal information we collect

We currently collect and process the following information:

- Personal information:
 - Name
 - Address
 - Telephone number(s)
 - Email Address
 - If a canal landowner
- Membership information
 - Date joined
 - Membership type
 - Password for the members-only website area
- Financial information
 - Membership fee payment method
 - Donations made
 - Gift aid information
 - Payments received

The SCCS does not hold bank account information for members.

How we get the personal information and why we have it

Most of the personal information we hold is provided to us directly by you when you apply for membership or make a purchase from us.

We use the information that you have given us in order to:

- Manage membership applications and renewal fees
- Write to or email you with information relating to the activities of the society
- Contact you if you have expressed an interest in special activities such as volunteering
- Provide you with copies of the society's magazine 'Weigh-House'
- Provide you with access to the members-only website area

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is your consent.

In giving us your personal information, you agree to us collecting and using that information as described in this privacy notice. We may also receive personal information indirectly, such as when a volunteer provides the details of an emergency contact or in a health and safety/incident report. Where we receive such personal information, which may include sensitive personal information, we will seek your consent to store that information for that purpose, unless we are required to retain that information for legal reasons.

You have the right to:

- Be informed about how we process and store your personal information, which is the purpose of this Privacy Notice
- Know if we have personal information about you and, if so, to request a copy of the information we hold
- Ask us to rectify any personal information we hold about you which you think is inaccurate or incomplete and in certain circumstances to ask us to:
- Delete your personal information
- Restrict the processing of your personal information
- Object to us processing your personal information.

You can find out more about your rights and the circumstances when they may apply at: ico.org.uk.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the contact information shown at the start of this privacy statement if you wish to make a request.

How we store your personal information

Your information is securely stored and managed by the Membership Secretary.

We will not share your information with any third-party organisations without asking for your prior authorisation.

Unsubscribing from emails

As a member or volunteer you can unsubscribe from receiving emails from us at any time by following the unsubscribe link in the email you receive or by contacting the Membership Secretary at 'membership@coalcanal.org.uk'.

Cookies on our website

Cookies are small text files downloaded to your device to provide websites with information about your browsing preferences and past actions. They are used to make websites work efficiently for users and provide information on how the site is used. Cookies generated in the Membership section of the Society's website www.coalcanal.org are used as part of the website security arrangements and are not used for any other form of tracking or marketing and will not be disclosed to any third party.

Data retention

We only retain personal information for as long as is required for the purpose for which the information was collected, or longer if we are required to do so by law, for example Gift Aid Declarations. We regularly review the personal information we hold and whether we need to retain it. When we no longer need to store your personal information, we will remove it from our systems securely.

Purchasing

We use an online payment gateway for purchases on our website, which is a direct connection to a service provided to us by PayPal. Purchases are made via an online shopping basket provided to us by WooCommerce.

Shopping and payment gateways such as this have their own privacy policies and terms and conditions which can be accessed directly on their website.

Purchase information provided to us either directly or via the website is retained for as long as necessary to complete the transaction and/or service and as required for processing potential returns and for accounting purposes.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact information shown at the start of this privacy statement.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>