

RINGSTEAD PROTECTION SOCIETY CHARITY 1173438
PRIVACY INFORMATION NOTICE TO MEMBERS

This Privacy Information Notice describes how the Ringstead Protection Society ("RPS") will collect, use and protect your personal information. It applies to all activities of the RPS in relation to its members.

1. Who we are

The RPS is a Charitable Incorporated Organisation registered with the Charities Commission of England and Wales, with registration number 1173438. The Charity is managed by the charity trustees. Details of the charity and its trustees can be found on the Charity Commission website at <https://www.gov.uk/government/organisations/charity-commission>.

2. When we collect personal information

We collect your personal information when you register to become a member by submitting an RPS Application Form and when/if you submit a Gift Aid Claim form.

3. The types of information we process about you

Type of personal data	Why we collect it
Title, name, postal address	To communicate with you (see 4(b) and (c) below) Accounting records Gift Aid claim
Phone number, email address	To communicate with you (see 4(b) and (c) below)
Date of Birth (applicable to "child" member aged between 16 and 25)	To initiate when a child member will be invited to become a full member
Membership number	To communicate with you (see 4(b) and (c) below) Accounting records
Payment(s) and amount(s)	Accounting records Gift Aid claim

4. Purposes for collecting, using and processing your personal information

We may collect and process any personal information you provide to us to enable us meet our legal requirements as a registered charity with the Charity Commission of England and Wales and with HMRC for Gift Aid Claims and tax reporting. We may also collect and process any personal information you provide to us to comply with other laws or regulation and for the purposes of our legitimate interests, including the following:

- a. To enable us to process your application to become a member of RPS, when you submit an RPS Application Form;
- b. To communicate with you about administrative matters of RPS, such as the AGM, your subscription status and similar;
- c. To communicate with you about matters of interest to the RPS in pursuit of its objectives and purposes;
- d. To enable us to prepare the annual accounts and submit them for review by the Independent Scrutineer; and
- e. To enable us to prepare the Gift Aid claim for submission to HMRC.

5. Disclosure of information

Except as provided above we will not disclose your information to anybody outside the RPS unless required to do so by law.

6. Security and storage of information

The security and storage of your personal information is important to RPS. The personal information we collect from you is stored on personal computers operated by the trustees and which are their own personal property and on which the trustees store their own personal (home) data. The information may also be stored on back up devices that may also include cloud based backup systems as well as the trustee's own backup systems.

The trustees operate their own virus protection and firewall systems appropriate to their own circumstances and location. They will protect the Society's information with the same diligence and care as they protect their own information.

7. Transfers outside the European Economic Area

We do not intend to transfer your personal information outside the European Economic Area ("EEA").

However, your personal information may be processed by service providers (e.g. email processing systems or cloud based backup systems) operating outside the EEA. Where your personal information is transferred outside the EEA, we ensure any transfers are compliant with applicable data protection laws.

Please contact Vicky Banham (email Secretary@RingsteadProtectionSociety.org.uk) if you would like further information on the specific mechanism used by us when transferring your personal data out of the EEA.

8. Data retention

We will retain information about you for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of meeting any legal, accounting or reporting requirements. In practice this means:

- a. We will retain the data for as long as you are a member of RPS; and
- b. When ceasing to be a member, we will retain the accounting, Gift Aid and membership records for as long as required by law and good practice for HMRC and Charity Commission purposes.

9. Your rights and your information

- a. You can ask us for a copy of the information we hold about you;
- b. You can ask to have your personal information corrected, deleted, restricted or object to the processing of such information;
- c. You can ask us to restrict the processing of your personal information; and
- d. You can request to receive any information we hold about you in a structured and commonly used machine-readable format or have such personal information transmitted to another company.

We will process any request in line with relevant data protection laws and our policies and procedures. You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO").

10. Contact Us

If you have any questions about the processing of your personal information by RPS, please contact Vicky Banham (email Secretary@RingsteadProtectionSociety.org.uk). If you contact us, we will do our utmost best to address any concerns you may have about our processing of your personal information.