



# Somerset Record Society

Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton TA2 6SF  
[www.somersetrecordsociety.org.uk](http://www.somersetrecordsociety.org.uk)

07934 830 962

Registered Charity No. 310292

## **SRS Privacy Notice**

This Privacy Policy sets out the basis by which the Society processes personal data.

### **Data Controller**

The Somerset Record Society (SRS), registered charity no. 310292, is the 'Data Controller' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

### **Data collected by SRS**

SRS collects the following personal data: your title, full name, postal address, email address, payment information and Gift Aid eligibility.

### **Storing and processing your personal data**

SRS stores your personal data on the Society's membership database and may use it in the following ways:

- To process your membership payment each year.
- To process your Gift Aid payment every year (if relevant).
- To send you volumes, news and information of events and activities organised by SRS and other relevant organisations.
- To send you governance information including meeting dates, minutes and agendas.
- To notify you of volunteering opportunities.
- To contact you regarding fundraising.
- To profile member information for the purpose of skill sharing or fundraising.
- To update your information.

### **Third parties and your information**

SRS uses third party providers to deliver part of the services it provides to you. SRS **will** never sell your information to third parties. The following third parties are currently used:

- PayPal, to process your shop purchases.
- NatWest, to process membership and other payments.
- HMRC to process Gift Aid payments.

### **Photography at SRS events**

Photographs are taken at SRS events. The images may be used in SRS publicity, including press releases, [on the SRS web site, in the Society's e-bulletin and on the SRS Facebook page]. The images will be stored on the hard drive of the SRS office computer. If you do not want to be photographed please let the event leader know before the start of the event.

### **Changes to your information**

The Society will retain your information until you decide otherwise. If you would like to access the information the Society holds about you, or if you would like to change information that we hold, or, if you would like to cancel your membership, please contact the SRS honorary secretary email at [secretary@srs.org](mailto:secretary@srs.org) or by telephone on 07934 830 962.

**The Privacy Notice and the SRS Data Protection policy can be obtained from the SRS honorary secretary.  
This Privacy Policy may change, in which case we will notify you.**

January 2019