

OAHS Privacy Statement

Oxfordshire Architectural and Historical Society (OAHS), Data Controller under the General Data Protection Regulations 2018, is committed to protecting your privacy, including online, and in the transparent use of any information you give us.

OAHS is a Registered Charity number 259055

You may contact us at the following address:
15 Harding Way, Marcham, Abingdon OX13 6FJ
or email members@oahs.org.uk

OAHS will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

Data Collected

If you become a member:
We will record your name, address, email address, and postcode.

What we use the information for:

Maintaining up-to-date membership records; recording subscription information; managing event bookings; mailing of OAHS publications; notifications of events or information relating to areas of OAHS interest, some arranged by third parties.

Data will only be retained as active for a period of one year after membership lapses, allowing time for outstanding mailing and reminders. Limited data will be retained separately for future statistical and research purposes.

Sharing information:

Data will only be shared with third parties for the purposes of authorised mailings from OAHS only. This includes printers of Newsletters and Oxoniensia, and MailChimp (<https://mailchimp.com/>) (an industry standard bulk email system).

OAHS will maintain appropriate technical and operational safeguards to protect its records. Third parties will be required to do so.

We will never share your contact information externally unless required by law. You can update your communication preferences at any time.

Financial Information

If you join OAHS via Standing Order:
The personal and bank details you provide will be held securely by us and will only be shared with your bank and ours.

Event payments are processed securely through Paypal (<https://www.paypal.com/uk/webapps/mpp/ua/privacy-full#1>) (if this is the selected option).
No card details are retained by OAHS.

Legal Basis

We will process personal data if it is necessary for the performance of our contract with you as a member. Sometimes the use of your personal data requires your consent, which will be obtained first.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- *The right to access personal data we hold on you*

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

The right to have your personal data erased

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

The right to object to processing of your personal data or to restrict it to certain purposes only

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

The right to data portability

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent easily by telephone, email, or by post (see Contact Details above).

The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <http://www.oahs.org.uk/>. This Notice was last updated in March 2018.