

## **Borden Heritage Group Privacy Statement**

Borden Heritage Group (BHG) is a not for profit organisation with the aim to investigate, record and promote the history of Borden by research, study, education and publication.

BHG works to involve and engage with people in the research of local history.

We are committed to protecting the privacy of our members and sponsors. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)).

This policy may be updated from time to time to ensure we continue to provide you with accurate information.

### **What is personal information?**

We will collect personal information when you or your organisation join as a volunteer, member or sponsor, enquire or take part in our activities, or subscribe to one of our projects.

Personal information is information that can be used to identify you. Examples of personal information include your name, title, postal address, email address, telephone numbers and photographs. It can also include personal information relating to processes including payment information (such as bank details), and donations, Disclosure and Barring Service (DBS) checks, information relating to employment or volunteering, or social media interaction.

### **What is the legal basis for collecting your information?**

BHG only collects personal information to enable us to carry out our legitimate interests, to enable us to fulfil our obligations relating to membership and volunteering and project opportunities.

BHG's legitimate interests are:

- Fulfilling our duty to members and sponsors.
- Fundraising and promotion of the interests of the group.
- Improving understanding the needs of our members and sponsors.
- Handling enquiries and complaints.
- Complying with legal requirements and regulations.

## **How do we use your personal information?**

Your personal information will only be accessible to key committee members, and some limited volunteers, if it is appropriate in order for them to carry out their role.

We may use your information in a variety of ways including:

- To process your membership of the BHG
- To send you information about the latest BHG news, projects and events via printed and e-newsletters, email and phone text.
- To send you governance information.
- To update your information.
- To send you information about volunteering opportunities, visits and fundraising.
- To profile information for the purposes of research.

We will not sell or pass on your personal information for other organisations to use for their own purposes.

We will share your information when we are legally obliged to at the request of a government or law enforcement authority.

## **Security**

You can find out what personal information we hold about you and update your personal information by contacting us.

You can request the removal of your personal information from our records at any time by contacting us.

BHG take the security of our members and sponsors personal information very seriously and take appropriate steps to ensure your data is securely stored.

Only authorised personnel are able to access your personal information and all personal information is transferred using secure processes. Our processes and systems are regularly reviewed to ensure they remain secure.

We only hold your personal information for as long as is necessary for us to administer our relationship with you.

If we dispose of your information, it will always be done so securely.

## **Further information**

If you have any questions about the BHG privacy policy and your rights, please contact us.

For further information about data protection and your rights please visit the Information Commissioners Office at <https://ico.org.uk/>.