



The Essex Society for Archaeology & History

FORMERLY THE ESSEX ARCHAEOLOGICAL SOCIETY
FOUNDED 1852

Dear Member,

General Data Protection Regulations (“GDPR”)

In May this year a significant change and consolidation of the Data Protection law will be introduced. We need to explain to you our role in managing the personal data that you have given us in the light of this new legislation. Personal data is any information in physical or digital form that identifies any aspect of you and includes, for example, name, address, title, email and financial.

We hold physical data in the form of completed application and gift aid forms which are kept securely with the Hon. Treasurer and Hon. Membership Secretary. Similarly, digital data is held in the membership database accessed by the President, Hon. Treasurer and Hon. Membership Secretary and is used for accounting and mailing purposes.

Lawful basis

There must be a valid lawful basis in order to process personal data. The Society’s lawful basis is “legitimate interests”. This basis is most appropriate where people’s data is used in ways they would reasonably expect and which have a minimal privacy impact. The Society’s Privacy Notice explains ‘legitimate interests’ and confirms that personal information will be used only to provide members with our publications, and any other information relating to our services.

Your relationship with us: data protection

- There is a contractual relationship between you and the Essex Society for Archaeology and History whereby you pay your annual subscription to support the Society and we provide membership benefits, i.e. *Newsletters* and *Transactions*;
- We will not share your details with any third party for marketing purposes, but we may advertise fundraising activities in the Society’s *Newsletter* and on the Society’s website;
- We will only use your data to manage your membership and related benefits, including the information you provide for the purpose of organising events and visits. We will not use it for any other purpose, such as profiling, for example;
- We only hold personal data that you have provided in your application to become a member or have subsequently updated; and
- Our privacy policy is displayed on our website.

Please read this communication – it contains important information about Data Protection

PATRON: THE LORD-LIEUTENANT OF ESSEX

President: Adrian Corder-Birch D.L. · Rustlings · Howe Drive · Halstead · Essex CO9 2QL · adrian@corder-birch.co.uk

Your relationship with us: communication preference

- We use personal data that you have provided to communicate with you about your membership and occasionally about the work that the Essex Society for Archaeology and History does;
- We send out membership communications by email and post;
- All members will receive publications, and membership subscriptions reflect this; and
- If you have given us an email address, we will use this as our preferred method of communication.

If you have **not** provided an email address, we will normally communicate with you by post. Very occasionally we may telephone you about your membership, if you have given us your telephone number.

Under the GDPR we do not have a statutory requirement to have a Data Protection Officer. The person who is responsible for ensuring the Society discharges its obligations under the GDPR is the Honorary Membership Secretary.

The legislation introduces a number of individual rights, these include:

- To enquire what data we hold and its accuracy;
- To be informed of any data security breach;
- The right to erase your data if your membership ceases. However, please note that we may need to retain this information after cancellation of membership to meet legal requirements, such as required by HMRC for Gift Aid purposes, etc.; and
- You can ask about the data we hold on you, or change your preferred communication methods, at any time by contacting the Hon. Membership Secretary.

Yours sincerely



Adrian Corder-Birch,
President