



Data Privacy Statement

Since May 25th 2018, on the introduction of the General Data Protection Regulation, North Essex Astronomical Society (hereinafter known as “we” or “the society”) has continued to protect the personally identifiable information (hereinafter known as “personal information”) of its members (hereinafter known as “you”) and only uses your personal information for the purposes set out in this statement.

1. Consent

By applying for membership of the society or by renewing your existing membership of the society, you consent to us collecting, storing and processing your personal information as set out in this statement, including any future version of this statement of which we notify you.

If you do not consent or wish to withdraw previously provided consent, you may terminate your membership immediately and request that we erase your personal information as describe in section 3 below.

2. What personal information do we hold and for what purposes?

Information Held	Purposes
Name	<ol style="list-style-type: none"> 1. To identify you. 11. To inform our patron of vehicles which may be parked on the private land where our observatory is located for the purposes of security. 12. For health and safety reasons to identify members who are currently on site at the observatory.
Postal Address	<ol style="list-style-type: none"> 2. To send membership information. 3. For the administration of membership. 9. For the administration of committee business (where you are a committee member).
Email Address	<ol style="list-style-type: none"> 2. To send membership information. 3. For the administration of membership. 4. To contact you regarding society events for which you have registered. 5. To send you newsletters, updates regarding the society and to promote society events. 6. To notify you of annual general meetings and emergency general meetings. 9. For the administration of committee business (where you are a committee member). 10. For the administration of society events (where you have volunteered to assist with such events)
Telephone Numbers	<ol style="list-style-type: none"> 3. For the administration of membership. 4. To contact your regarding society events for which you have registered.



	<p>9. For the administration of committee business (where you are a committee member).</p> <p>10. For the administration of society events (where you have volunteered to assist with such events)</p>
Social Media Identities	<p>5. To send you newsletters, updates regarding the society and to promote society events.</p> <p>9. For the administration of committee business (where you are a committee member).</p> <p>10. For the administration of society events (where you have volunteered to assist with such events)</p>
Vehicle Registration, Make and Model	<p>11. To inform our patron of vehicles which may be parked on the private land where our observatory is located, for the purposes of security.</p> <p>12. For health and safety reasons to identify members who are currently on site at the observatory.</p>
Type of Membership	<p>7. So that the appropriate membership and meeting fees may be applied.</p>
Whether You Are Under Or Over 16	<p>7. So that the appropriate membership and meeting fees may be applied.</p> <p>8. For safeguarding purposes.</p>

3. Your rights

You have the right:

- To receive a copy of the personal information that we hold about you;
- To request that we correct your personal information;
- To receive details of third parties that your information has been shared with;
- To request that we erase your personal information upon you ceasing to be a member of the society.

All requests to exercise the above rights should be made to northessexastro@gmail.com. We will endeavour to respond within a timely manner, but in any event no later than one calendar month from receipt of email.

4. Storage, processing and retention of your personal information

We store your personal information on a cloud-based system which is only accessible to authorised members of the committee and third-party data processors as described below.

Your personal information is only shared with third party data processors under contract to the society for the purposes set out in section 1 above.

Your personal information is deleted from our records three months after your membership lapses, in order to give you a small window of opportunity to renew a lapsed membership.



5. Data Protection Officer

The society's Data Protection Officer is the Chairperson as elected at each Annual General Meeting of the society; currently James Hannan

6. Data Breaches and Complaints

If you believe there has been a data breach of your personal information, you should immediately contact the committee by emailing northessexastro@gmail.com.

Any alleged data breach will be investigated by the Data Protection Officer and the findings reported back to you as soon as reasonably practicable.

Please note that the society's web site at www.northessexastro.co.uk has a separate privacy policy which explains what personally identifiable information is collected from visitors and the purposes for which it is stored and processed.

Further information regarding GDPR and making a complaint to a higher authority can be found at the Information Commissioners Office at www.ico.org.uk.

7. Version Control

Version	Changes
1.1, 24 Aug 2021	Removed stating name of DPO. Only refers to it being Chairperson
1.0, 19 Sept 2018	First Published