

Brecknock Society and Museum Friends
Cymdeithas Brycheiniog a Chyfeillion yr Amgueddfa
Charity Registration No. 518041Rif Cofrestru Elusenol
Privacy Policy (GDPR Compliance)

1. Introduction

Brecknock Society and Museum Friends (“We”) need to keep personal information about our members to ensure the smooth running of the organisation.

We are committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

For the purposes of this policy, The Brecknock Society and Museum Friends is the “Data Controller”.

2. What information do we keep?

We keep the following categories of information:

- A. **Membership details.** We keep a member’s name, address, and (if provided) telephone number(s) and e-mail address. We also keep a record of subscription payments, including any Gift Aid donations. This is regularly updated and checked against paid subscriptions, which are due annually on 1 March.

- B. **Executive Council.** The Executive Council is drawn from the membership. The information we keep is the same as the membership details above.

- C. **Brycheiniog subscriber details.** Subscribers may not all be members of The Brecknock Society and Museum Friends. We keep subscriber name, address and details of their Standing Order. Subscriptions are checked against payment annually.

- D. **Brycheiniog contributors.** Names and contact details including telephone and e-mail addresses of *Brycheiniog* contributors are kept.

- E. **Event attendees.** We may from time to time collect the names, e-mail addresses and telephone numbers of non-members attending meetings, conferences, field trips and other events. Details of access and/or dietary requirements may also be gathered.

- F. **Volunteers.** From time to time we may seek to recruit volunteers for initiatives we support. . These volunteers may be members of The Brecknock Society and Museum Friends but not all will be. We will collect names, addresses, telephone numbers and e-mail addresses for these individuals.

G. **Donors.** We sometimes organise public funding appeals for specific acquisitions or new developments at the Brecon Museum and Art Gallery. Donations are often made anonymously but often donors are publicly acknowledged in publicity, in our journal or as part of a new display. Names and contact details are kept to facilitate this activity.

We do not collect or hold any information about racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexual orientation or criminal record (information defined in the GDPR, Article 9 as 'special categories of personal data').

How do we get information? We obtain data directly from individuals either for membership, subscription, contact with the *Brycheiniog* editor, event attendance registration or response to publicity.

3. How do we keep information?

A. Membership

The Membership Secretary maintains a spreadsheet of Society members. A hard copy of membership forms with details of standing orders etc. is kept by the Membership Secretary. If not implemented directly with their bank, the Membership Secretary passes the standing order on to the member's bank for implementation and no record is kept of bank information. The Gift Aid section and *Brycheiniog* subscriptions are shared with the Treasurer. The Membership Secretary notifies the Chairman and Council Secretary by email about new members, so that they can be suitably welcomed.

The spreadsheet is shared with the Chair, Council Secretary and Treasurer, for the purposes of hard copy mailing and for Gift Aid returns. The Treasurer also maintains a Gift Aid list and a separate list of subscribers to the Society Journal, *Brycheiniog*. No other Council member or member of the Society has access to the membership list and the list is not shared with any other body.

The Society Membership Secretary also maintains an email list, to provide members with up to date information about Society events. Only the Membership Secretary has access to and uses this list and all those so listed have provided their emails for this purpose.

If a member does not renew their subscription their details will be deleted within 3 months of their subscription elapsing.

B. Executive Council. Members of the Executive Council share e-mail addresses and telephone numbers between themselves. Group e-mails display all Executive Council member addresses.

C. *Brycheiniog* subscribers

The Treasurer keeps details of *Brycheiniog* subscribers. This is shared with the *Brycheiniog* editor for the purposes of organising the distribution of the journal.

Subscriber details will be deleted within 3 months of their subscription elapsing.

D. *Brycheiniog* contributors

The *Brycheiniog* editor keeps copies of email and written correspondence with *Brycheiniog* contributors. This information is kept indefinitely for copyright purposes.

E. Event attendees

Publicly advertised events are open to members and non-members. A nominated Executive Council member will collate names and contact details of attendees on a case by case basis, but in all instances, attendees will have supplied their own details as part of the registration process. Paper and online booking forms will be kept. Names and contact details will be stored normally on a spreadsheet.

If such events are organized with another body e.g. a University, the attendance list will be shared with this body, but only for this specific purpose.

Any details thus gathered will be destroyed by the nominated council member within 4 weeks of the event taking place.

Our partners such as academic institutions may ask people if they want to be kept informed of future events. In these cases this is a relationship between the partner organisation and the individual. Non-members wishing to be kept informed about Brecknock Society and Museum Friends events will be asked for their consent to be retained on a mailing list.

F. Volunteers

Details may be passed to and shared with the y Gaer Volunteer Co-ordinator of Powys County Council. Once recruited we will delete the records we have on an individual.

G. Donors

A designated Executive Council member (or members of a subcommittee) will collect names and contact details in order to facilitate appropriate acknowledgement and/or publicity requested by the donor.

General points

Emails are sent blind copied, so the only email 'shared' (or visible) is that of the appropriate Executive Council member. The only exception to this is for the Executive Council where e mail addresses are shared between all Council members.

All spreadsheets are password protected.

5. What do we use information for?

A. Membership

We use information:

- To check that your membership is up to date and remind you when renewal is due;
- To distribute newsletters and other information about our activities;
- To keep you up to date with news of events and activities associated with the Society;
- To alert you of fundraising activities and seek your support;

- To claim recovery of Gift Aid payments from HMRC.

B. Executive Council

We use information:

- To ensure good governance of Brecknock Society and Museum Friends.
- To plan events and activities.

C. *Brycheiniog* subscribers

We use information:

- To check that subscription to *Brycheiniog* has been paid.
- To chase unpaid subscriptions.
- To distribute the journal.

D. *Brycheiniog* contributors

We use information:

- To discuss publication of articles in *Brycheiniog*.
- To finalise articles for publication.
- To agree terms for publication and any copyright or other legal issues arising from publication.

E. Event attendees

We use information:

- For reasons of safety e.g. to ensure everyone is accounted for at the end of an event or trip.
- To communicate any changes to the event e.g. cancellation due to poor weather.
- To distribute material of general interest used during an event e.g. copies of presentations.
- To determine the popularity of events, and thus assist with planning our programme of future events.

F. Volunteers

To support projects that we are involved with . These projects may be in partnership with Powys County Council.

G. Donors

We use contact details to agree donor acknowledgment and publicity.

6. Third parties

We will not give or sell your information to third party organisations, except as specifically described in this paragraph, and we do not share your personal information with third parties for their benefit.

Distribution of our annual programme involves passing a copy of member names and address to a local printer. We make it clear that this data is only to be used for our mailing and that the printer should destroy the data on completion of the work.

We work in collaboration with universities and other academic institutions to organise talks and conferences. In these circumstances we may share details of people booked onto these events with these institutions. This is for the sole purpose of checking that there are no duplicate bookings when determining numbers due to attend events.

We will pass volunteer information to the relevant officer at Powys County Council.

The security of member information used in these ways remains our legal responsibility at all times and we ensure that data is treated with the same level of care as if we were handling it directly.

7. Website

We keep certain basic information when you visit our website.

This policy only applies to our website. If you leave our website via a link or otherwise, you will be subject to the policy of that website provider. We have no control over that policy or the terms of the website and you should check their policy before continuing to access the site.

We may collect and process the following data about you from our website:

- Information that you provide by filling in forms. This may include information provided at the time of registering to use our site, subscribing to our service or requesting further services. We may also ask you for information when you report a problem with our site
- If you contact us, we may keep a record of that correspondence.
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.
- Details of your visits to our site including, but not limited to, traffic data, location data, weblogs, operating system, browser usage and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

Visitor information is logged whenever a member or non-member visits our web site. This information consists of the Internet Protocol (IP) address of the connection from which the visitor accesses the internet and the time and date of the visit. This is statistical data about our users' browsing actions and patterns and does not identify any individual and we will not collect personal information in this way.

We may obtain information about your general internet usage by using a cookie file which is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. They enable us:

- To estimate our audience size and usage pattern.
- To store information about your preferences, and so allow us to customise our site according to your individual interests.
- To speed up your searches.
- To recognise you when you return to our site.

You will be notified that our site uses cookies and will be able to accept or decline the use of cookies on the first visit to our website. Page 6 of 6 FINAL VERSION

8. Disclosure of your information

We may disclose your personal information to third parties if we are under a duty to disclose or share your personal data in order to comply with any legal obligation.

9. Your rights

The General Data Protection Regulation (2018) sets out eight rights for individuals. These include the right of individuals to access their personal data and supplementary information. The right of access allows individuals to be aware of and verify the lawfulness of the processing.

Individuals have the right to rectification and the right to erasure.

Any individual wishing to access, amend or erase their personal data should contact the Chair.

We will endeavour to respond to any such written requests within the statutory month timescale as set out in the GDPR White Paper.

10. Changes to this policy

Any changes we may make to this policy in the future will be posted on the website and, where appropriate, notified to members by e-mail. We advise that you check the website regularly to keep up to date with any necessary changes.

11. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Chair via our website or in writing.

Policy originated and approved by BS&MF Executive Council: May 2018

Last reviewed: May 2023; revised October 2023

Next Review due: May 2025

Chair: Elizabeth Siberry