

KEYNSHAM & SALTFRD LOCAL HISTORY SOCIETY

Privacy & Data Protection Policy

This policy details how the Keynsham & Saltford Local History Society will ensure the confidentiality of all data supplied by members, customers and visitors through membership applications, events, sales and website interactions. It ensures compliance with the requirements of the General Data Protection Act 2018.

Privacy of Data Collected

The Society:

1. Will collect and store only information required for the functions of the Society and the operation of its website.
2. Keeps a database of the name and contact details of all members and information supplied by members on their individual interests relating to the Society's activities.
3. Will obtain explicit consent from members to store their data and keep a record of this consent.
4. Will take all reasonable steps to keep membership data secure.
5. Will use the membership data only to further the objects of the Society.
6. Will restrict the use of membership data to those members of the Committee who need it for the purposes of running Society activities and projects.
7. Will not pass on the data to any other person or organization without the explicit consent of the member concerned.
8. Will not keep personal information for more than one year after membership ceases.
9. Will not collect, use or store any information supplied by visitors to the Society website such as email address, name, IP address, billing details with the exception of contact information supplied by visitors completing the "Contact Us" form which will be used only for the purpose of the contact requested.
10. Uses a website operated by Wix.com. The Society has no control over the operation of the website provider. Wix.com provides analytical data relating to the use of the website, for which they may collect IP addresses and other details. Information on how Wix.com collects and uses data, can be found in the Wix.com Privacy Policy.
11. Will make use of analytical data supplied by Wix.com. This comprises anonymized data relating to website visits, pages visited and general performance of the website.
12. Does not itself use cookies or other means of tracking website activity. It is possible that Wix.com do make use of such software devices; information on this can be found in the Wix.com Privacy Policy.
13. Has no control over the website provision of third-party services, such as Google Analytics or other applications offered through Wix App Market, possibly using cookies or other tracking technologies, which may have their own policies regarding collection and storage of information. These are not covered by the Wix Privacy Policy.
14. Will generally communicate with members using email. Provision of an email address is deemed to be consent to receive these communications. Sales of publications and responses to Contact Us enquiries are handled directly by Society officers/volunteers, not through the website.

Withdrawal of Consent

Visitors to the Society website should contact Wix.com if they wish to withdraw their consent for collection of personal information, or how they can delete or change the collected information. For information collected by the Society such as membership information and data provided via the 'Contact Us', consent can be withdrawn and personal data will be removed on completion of the request. Such requests to remove such personal data should be submitted via the website using 'Contact Us'.

Data Protection Procedures for Society Officers

1. Has designated the Membership Officer to be responsible for Data Protection.
2. The Membership Officer shall maintain a database/spreadsheet storing the name, contact details, history interests if given, communication preferences and data storage consent details for each member.
3. Membership application and renewal forms shall include a statement of what data will be held and a tick box requesting consent to store this data and communication preferences.
4. Contact details and communication preferences of Members will be copied only to those members of the Committee who need them for the purposes of Society communication and organizing events.
5. All group emails will be sent out using the bcc (blind copy) facility.
6. Membership contact details will be used only to inform members of Society activities and other activities related to local history.
7. At the end of each membership year the Membership Secretary shall notify every person who holds a copy of all or part of the membership database of the names of those former members who have not been a member during that year. These names and associated data are to be removed from the copy of the database.

Review

This policy will be reviewed annually, or sooner if necessary, and updated to reflect any changes in legislation or to the privacy policy of Wix.com

Approved by the Committee at the meeting held on 7th October 2025