

**Gullane and Dirleton History Society  
(Scottish Charity No. SC037547)**

**EU General Data Protection Regulation  
Privacy Policy**

The General Data Protection Regulation, which takes effect on 25 May 2018, introduces new and more stringent requirements for charities and other bodies to be explicit about their retention of individuals' personal information and prevents them from holding or processing such information without lawful grounds. The office-bearers and committee of the Gullane and Dirleton History Society ("the Society") have approved this privacy policy pursuant to the Society's legal obligations under the Regulation and other relevant laws.

**Undertaking of the Society's office-bearers and committee**

The Society's office-bearers and committee believe that they have a legitimate interest in the holding, processing and sharing of the personal information of the Society's members in the manner set out in this policy in pursuance of the Society's charitable purposes and in view of both its traditional governmental and administrative processes and also its members continuing to pay the annual membership subscription. Such legitimate interests are recognised as lawful grounds for the holding and processing of data. The Society's office-bearers and committee undertake that the personal information of the Society's members will be held and processed only as is necessary for the purposes of the legitimate interests pursued by the Society and in accordance with this policy.

**Definitions of 'members', 'member' and 'personal information'**

The expression 'members' or 'member' for this purpose includes those who have asked previously to be recognised as members and who have paid or are liable to pay the annual membership subscription fee. The expression 'personal information' in this regard includes: the member's name; any declared institutional affiliation; contact details including postal address, subscription billing address and/or correspondence address if different; email address and telephone number; matters relating to the member's status, such as currency, joining date, and membership number; matters relating to the member's payment or non-payment of the annual membership subscription fee; and matters relating to their attendance at the Society's meetings and other events, such as registration and attendance.

**Collection of members' personal information**

A member's personal information is collected through that member's completion and submission of the membership application form and any event registration forms, and/or through any additional correspondence between members and the Society's office-bearers and committee. Copies of correspondence between members and the, office-bearers, committee members and third parties working on the Society's behalf will be or may be

retained and may also be shared with other office-bearers or committee members. Communication with any member by the Society's office bearers and committee members or third parties working on their behalf will typically be by post or email to the member's nominated postal or email address or through the member's agent upon request. Requests for communication by a different channel will be honoured wherever reasonably practicable.

### **Sharing of members' personal information with third parties**

The Society may from time to time work with third parties to fulfil its charitable purposes and provide its membership services. It necessarily shares members' personal information with those third parties in furtherance of these endeavours.

The Society has sought or will seek the assurances that such third parties will maintain the confidentiality of members' personal information and process that information only as is necessary to assist the Society in fulfilling its charitable purposes and membership services.

### **Members' rights relating to their personal information**

Members have the right to ask for a copy of the personal information held in relation to them or to correct that information at any time. Complaints or queries about data handling or breaches of privacy as well as any members' request for rectification or deletion of or access to their personal data should in the first instance be directed to the current Membership Secretary, who will normally take steps to address the communication within one calendar month.

**Those who, for reasons related to a disability, require this statement in a different format should contact the Society's Membership Secretary to discuss their requirements.**