

Neath Antiquarian Society

Privacy Policy

This privacy policy will help you understand what personal information the Neath Antiquarian Society (“the Society”) collects from you in order to provide you with membership of the Society or interacts with you in another capacity, how we store and use that information, and the choices you have when you have provided us with your personal information. It has been written to bring the Society into line with changes in the law on data protection.

1. Who we are

The Society is an unincorporated voluntary organisation which exists to study the history, manners, customs, art and literature of Neath and District, to collate information and produce publications, to arrange lectures, excursions and meetings, to maintain the Society’s archive and to examine the ancient monuments of the district.

2. How we use the personal details you provide us with on joining the Society

Membership of Society entitles you to participate in the activities of the Society. In order to do this, we need to collect and store your name, address and (if you provide this) your email address and telephone number, which is stored together with information on the payment of your subscription and the borrowing of any materials owned by the Society. The source of all personal data that we hold is the information provided by you when you applied to join the Society.

Data protection law describes the legal basis for our processing of your data is that it is necessary for the performance of a contract. Our contract with you is to provide you with the benefits of membership of the Society.

The Society will retain your personal details for the period of a year after your membership ceases. It will be retained for financial audit purposes and in order that we can contact you in order to confirm that you wish your membership to come to end.

Information contained in the minutes of meetings are part of the permanent record of the Society.

3. How and when we contact you as a Member

We may contact you at intervals in connection with the orderly business of the Society providing, for example, notification of meetings. Such postal and/or email communications may include information and news about the Society or about local history events which we think might interest you.

If you have provided your email address on joining the Society, the Secretary may also contact you from time to time with news and information which we think may interest you, for example, if there is a local history book launch.

If you do not wish to receive such unsolicited information and news, you may unsubscribe at any time by contacting the Secretary through the Society's website asking to be unsubscribed from any mailing list.

4. Personal Data of Non – members

The Society will retain personal data provided by non-members who interact with the Society e.g. email or postal addresses only for the purposes and for such period of time as the interaction requires. Please note that information contained in the minutes of meetings are part of the permanent record of the Society.

5. Your privacy rights

Your information is stored securely by the Secretary and Treasurer to the Society for the purposes described above and is not routinely shared with any other of the Society's Committee members, nor with ordinary members of the Society in any instance without specific consent from you.

We will not share your data with any third parties without your explicit consent unless we are required or permitted to do so by law or for the purposes of audit.

You have the right to request that we provide you with a full copy of any personal information we hold on you within one calendar month free of charge.

If you believe the personal information we hold is inaccurate, for example where your contact details have changed, you have the right to require the immediate rectification of any inaccurate data. Members are encouraged to keep Society records up to date by advising us of any changes.

Where you believe we are holding your personal information beyond the periods of retention outlined above, you may request its immediate deletion.

You also have the right to request that we transfer any personal data we hold on you to any other agency that you appoint (such as another society).