



The Alkan Society

Registered Charity no. 276199

www.alkansociety.org

Privacy Policy

The Alkan Society is committed to protecting personal information

1. DEFINITIONS

In this policy statement, “the Society” means “The Alkan Society”. “Members” means “members of the Society”.

2. PURPOSE

This privacy policy relates to our use of any personal information we collect from you when you engage with the Society as a member.

3. DATA CONTROLLER

The Society officer responsible for data control may be contacted at:
data@alkansociety.org

4. THE PERSONAL INFORMATION WE COLLECT FROM YOU

We may collect basic contact details such as your name, address and email address. We shall not share your data with any third parties unless required by law to do so (e.g., to reclaim Gift Aid for donations).

5. HOW WE USE PERSONAL INFORMATION

We may use your information to send you letters or emails to give you, as appropriate, details of events that are likely to be of interest, other news and publications, details of general meetings, and to consult you on matters relating to the Society.

In addition to the promotional purposes stated above, we hold details of donations made which we process for Gift Aid tax recovery.

6. LEGAL BASIS ON WHICH INFORMATION IS HELD

All of the above information is held on the grounds of legitimate interests. Further to this, information on donations and tax recovery is held as a requirement of HMRC.

7. SECURITY

We put in place reasonable security measures to protect against any unauthorised access to, corruption of, or disclosure or loss of, your information.

8. YOUR RIGHTS

- *To withdraw.* You have a right to require us to delete your information from our records.
- *To amend.* If you advise us of any change to your details, we shall amend our records accordingly. (Please help us to keep accurate files by informing us of such changes).
- *To know.* You are entitled to know what information about you is held by the Society. You can make a Subject Access Request, to which we are required to respond.
- *To complain.* If you think that we have in any way misused your data.

9. CHANGES TO THIS PRIVACY POLICY

We may amend this Privacy Policy from time to time – for example, to keep it up to date or to comply with legal requirements. If any such change were to invalidate the legal bases on which we are holding your data, we shall advise you and seek an appropriate resolution.

10. HOW TO CONTACT US

For any questions or concerns relating to this Privacy Policy or our data protection practices, or to exercise any of the above rights, please contact us in one of these ways:

Email: data@alkansociety.org

Post: The Alkan Society, Woodend House, High Stittenham, York YO60 7TW, UK

25th May 2018