

## **THOS. FORMAN PRESERVATION SOCIETY – PRIVACY POLICY**

Thos. Forman Preservation Society (TFPS) was established in 2001 to maintain contact with former employees of the company by holding an annual reunion, to publish regular newsletters 'Inform Two', and a 'Historical Bulletin'. In addition to acquire specimens of print produced by the former company and other memorabilia (much of which is deposited at the Nottinghamshire Archives).

The Data Protection Act 1998 (DPA) regulates the use and protection of personal data. On 25<sup>th</sup> May 2018 the DPA will be superseded in the United Kingdom by the General Data Protection Regulation (GDPR), which provides individuals with enhanced rights, and imposes increased responsibilities on organisations processing personal data.

### **This means that**

- \* We have to have a legal basis for holding and processing your personal data.
- \* We have to tell you what personal data we collect.
- \* We have to tell you why we collect that data.
- \* We have to ensure we do not keep personal data for any longer than necessary.
- \* We have to maintain the data to ensure it is accurate and fit for purpose.
- \* We have to ensure that data is accessible only by authorised persons.
- \* You have the right to inspect the data that we hold about you and have it altered if it is incorrect.
- \* You can object to the Society processing your personal data.

### **What is the legal basis for holding and processing your data?**

The legal basis that we use for processing your data depends on the circumstances in which it is being collected and used. This will usually fall into one of the following categories:

- \* Where the processing is necessary for the performance of a contract with you. This will be the usual legal basis which TFPS uses when a member joins or renews their membership.
- \* Where you have provided your consent to allow us to use your data in a certain way.

### **What personal data does TFPS collect?**

- \* For TFPS members we will collect your name, postal address and telephone number.
- \* We may collect other contact information (for example e-mail addresses) if you wish to provide this data. If a member provides us with their e-mail address then this will be the preferred method of communicating with you unless you inform the Secretary otherwise.
- \* As a result of your membership other personal data may be generated; this will include records of membership payments made by you to TFPS and, where applicable, details of your payments included in Gift Aid claims to HMRC.

### **Why does TFPS collect this data?**

- \* TFPS needs to collect a minimum of information to maintain membership records, Gift Aid records and to enable us to send notices to you (for example, membership renewals, newsletters, reunion invitations, etc.)

### **How long will TFPS keep my personal data?**

- \* Unless otherwise notified TFPS will retain your contact details for a maximum of 2 years and your Gift Aid records for a maximum of 7 years after your membership lapses. After these times, the details will be securely deleted.

### **How will TFPS ensure my personal data is accurate?**

- \* Both TFPS and its members have responsibilities for ensuring that personal data is accurate and fit for purpose.
- \* If your personal data changes (for example if you move house or change e-mail address) you should inform the Secretary by e-mail or post.

### **How will TFPS ensure that my personal data is secure?**

- \* Membership information is held on a secure database, access to which is limited to two members of the Trustees.

### **Will TFPS disclose my personal data to anyone else?**

- \* TFPS will only disclose your personal data after we have obtained your permission to do so or where we are obliged to do so by law or are directed to do so by the Courts.

### **How can I see the personal data TFPS holds about me?**

- \* You should write to the Data Protection Officer, Thos. Forman Preservation Society, 87 Bedale Road, Sherwood, Nottingham NG5 3GN asking for a copy of the personal data TFPS holds about you. You are entitled to receive a copy of your data free of charge.

### **Can I object to my personal data being processed?**

- \* Yes – but only under certain circumstances. The usual circumstance would be if TFPS were to use your personal data without your permission for Direct Marketing purposes.
- \* If you object you should do so in writing to the Data Controller at the address above.
- \* You also have the right to lodge a complaint or express concern about TFPS's use of your personal data at any time with the Information Commissioner's Office (ICO) either online via

<https://ico.org.uk/global/contact-us/> or by post to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

- \* You have the right to withdraw at any time any consent you have given to TFPS in relation to the collection and processing of your personal data.

### **And Finally**

- \* TFPS may change this Privacy Policy from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website and/or by contacting you directly.

If you have any queries on our Privacy Policy then please contact the Data Controller by e-mail at:

[infor@thosforman-preservation-society.org.uk](mailto:infor@thosforman-preservation-society.org.uk) or by post at:

Data Controller, Thos. Forman Preservation Society, 87 Bedale Road, Sherwood, Nottingham, NG5 3GN

*This Privacy Policy was last updated on 22<sup>nd</sup> May 2018*