

## Civic Society of St Ives

### Security & Privacy Policy

Your privacy is important to us. Except as required by law, we will not share or publish your personal information with anyone other than Civic Society Committee members to the extent it is necessary for them to carry out their official duties. We will only use your personal information to communicate with you and to manage your membership of the Civic Society.

The personally identifiable information that we hold about you is limited to your:

- Name or joint names
- Address
- Telephone number
- Email address
- Date of joining the Civic Society
- Date membership subscription paid
- Amount of subscription paid
- An indicator that the member has submitted a Gift Aid form

We do not store any financial details about you.

Your consent to use this information as described, remains in effect for the duration of your membership

We ensure that there are appropriate technical controls in place to protect your personal details. With the exception of your name and email address used by our email system, none of your personal data is stored on any 3<sup>rd</sup> party computer system.

The Civic Society's email system is hosted in the United States and other places as may be necessary, and you consent to your information being stored in those systems. Only your name and email address is held in these systems for the sole purpose of communicating with you by email. No other personally identifiable information is stored there.

You have the right to see what information we keep about you, and request us to correct any inaccuracies. To make such a request, please contact the Chair of the Civic Society, using the email address on our web site.

If you should cease to be a member of the Civic Society we still retain your contact details. If you wish for these to be deleted please contact the Chair of the Civic Society using the email address on our web site.