

# Privacy Policy

**Redland & Cotham Amenities Society**  
(Registered charity 268848)

## **Why we collect and use member information**

Redland & Cotham Amenities Society ('RCAS', 'we') holds and processes some items of personal data of its members. As such it is a Data Controller under the General Data Protection Regulations ('GDPR'). The personal data that we hold allows us to communicate with our members and to administer the Society: for example - to send newsletters, emails and to collect subscriptions and claim Gift Aid. We telephone members infrequently and only regarding RCAS matters where they would reasonably expect us to do so, eg where members have volunteered for an activity and there is some late information to pass on to them.

We do not hold data for any other purpose nor do we hold data that is not necessary for us to fulfil our obligations.

## **How we collect and store this information**

All the data we hold is provided directly by the members, typically at the time of joining though some information may be provided later to allow the member to 'opt-in' to certain member options: for example - receiving news by email or paying annual subscription by standing order.

Personal data is held on password protected computers which are regularly backed up. The exception is Gift Aid forms, containing names and addresses, which are retained in paper form in line with HMRC requirements.

## **The lawful basis for processing data**

We use members' data in ways which, we believe, they would reasonably expect on joining the RCAS (ie 'legitimate interest' under GDPR).

Those members who 'sign-up' to Mailchimp have provided explicit consent at the time of signing-up.

## **Who it is shared with**

We do not share member information with any other person or organisation.

## **Providing members with access to their personal data**

Members can request to view, amend or delete their data by contacting the membership secretary by email - [membership@rcas.org.uk](mailto:membership@rcas.org.uk). They can also amend or remove their email data using the 'update' link on the email, or opt-out of receiving emails all together by selecting 'unsubscribe'.

