



# THE LITTLEPORT SOCIETY

President: Christopher Jakes  
Chairman: Roger Rudderham  
Vice-Chairman: Raymond Youngs  
Hon. Secretary: Christine Bartram  
Hon. Treasurer &  
Membership Secretary: Bruce Frost

## DATA PRIVACY NOTICE

### 1. How do we process your personal data?

The Littleport Society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: to administer membership records; to maintain our own accounts and records; to inform you of news, events, and activities; to send you our quarterly magazine; to process donations, membership fees and purchases.

### 2. What is the legal basis for processing your personal data?

We need your explicit consent so that we can keep you informed about news, events and activities and process your donations, membership fees, purchases and send you our quarterly magazine.

### 3. Sharing your personal data

The Littleport Society does not share your data with any third parties outside of The Littleport Society.

### 4. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary. We retain your data for the duration of your membership plus one year. We do this because some members forget to renew membership. If we keep your details for this one extra year we can continue to send you our magazine and a membership reminder. This does not affect your rights under the GDPR.

### 5. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: The right to request a copy of your personal data which The Littleport Society holds about you; the right to request that The Littleport Society corrects any personal data if it is found to be inaccurate or out of date; the right to request your personal data is erased where it is no longer necessary for The Littleport Society to retain such data; the right to withdraw your consent to the processing at any time; the right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing; the right to object to the processing of personal data, (where applicable); the right to lodge a complaint with the Information Commissioners Office.

### 6. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### 7. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact The Secretary, The Littleport Society, The Barn, Main Street, Littleport, Cambs., CB6 1PH or visit [www.littleportsociety.org.uk](http://www.littleportsociety.org.uk) to email the Administrator/Secretary.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.