

## **PRIVACY POLICY**

This privacy statement relates to the North Devon Astronomical Society (NDAS)

NDAS is the 'Controller' of the personal data you provide to us. Personal data is collected where it is necessary for our legitimate interests either 1) electronically through our website or 2) manually via membership application forms. Types of personal data collected are described in the appropriate sections below.

### **Why we need your data**

We need to know your basic personal data in order to maintain a membership list, or some other list to organise observing events etc., and to communicate by email or phone with members and also visitors who use the website contact form. We will not collect any personal data from you we do not need in order to achieve the above ends.

### **What we do with your data**

We do not pass any of your personal data to outside organisations and/or individuals, except with your express consent. No third parties have access to your personal data unless the law allows them to do so.

### **How long we keep your data**

We keep members' basic personal data for 1 year after membership has lapsed, after which time it will be destroyed, unless there is a compelling reason to retain it for longer. We keep personal data communicated electronically for 2 years after which time it will be deleted.

### **What are your rights**

If you wish to view your own personal information held by NDAS, or have it corrected or deleted, please contact NDAS's Data Protection Officer through our website contact form. If you wish to raise a complaint about how we have handled your personal data, you can contact us through our website contact form to have the matter investigated. A data request will be acknowledged and information provided within 1 calendar month.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the General Data Protection Regulation (GDPR) you can complain to the Information Commissioner's Office at <https://ico.org.uk/>

### **Website at northdevonastronomy.co.uk.**

NDAS does not capture and store any personal information about individuals who access this website, except where they voluntarily choose to give us their personal details (i.e. name, address, email and telephone number) via email, or by using an electronic form.

This site uses Google Analytics to measure how users interact with the website content, which involves the use of "cookies" to "remember" what a user has done on previous pages / interactions with the website. Google Analytics as used on this website does not collect any personal information about website users.

In compliance with the GDPR any personal data you provide electronically to NDAS will be used exclusively for providing you with the information you have requested.

This website contains links to other websites. The privacy and data collection practices on any

linked website are entirely separate from NDAS and are not covered by this Privacy Policy. Other websites may also link to the NDAS website without its knowledge or consent. NDAS has no responsibility for the content, policies or actions of these websites.

NDAS is not liable for any damage caused by any of the site content, whether directly provided by NDAS or not.

### **Members' data collected manually via the Membership Application Form**

Data requested on the Membership Application Form is as follows:

Surname, Forename, Address, Postcode, Telephone Number, Mobile Number, Email, Membership Type. Consent Tick Boxes, Signature and Date. Emergency Contact – Name and Phone Number.

Paper information is kept securely in a locked box. Electronic communications and internal databases derived from these paper records are kept password and/or PIN secure.

### **16 or Under**

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in July 2018.