



## **Rye & District Bonfire Society Privacy Policy**

**Rye & District Bonfire Society is committed to safeguarding the privacy of our members; this policy sets out how we will treat your personal information.**

The policy reflects our duties under the Data Protection Act to use information fairly, keep it secure, make sure it is accurate and keep it up to date. This policy does not apply to other organisations to which we may link and whose privacy policies may differ.

Please read the following policy to understand how your personal information will be treated. It may change from time to time, so please check back periodically.

### **How Rye & District Bonfire Society uses your personal data**

#### **General information about Rye & District Bonfire Society's use of your data and how we may contact you**

All information that Rye & District Bonfire Society holds concerning you as an individual (your personal data) will be held and processed strictly in accordance with the provisions of the Data Protection Act.

Such data will be used by Rye & District Bonfire Society to administer your membership record and our relationship with you as a valued member, and to provide you with information about our activities.

We will not, without your consent, supply your details to any third party except where:

1. such transfer is a necessary part of the activities that we undertake, or
2. we are required to do so by operation of law.

By joining Rye & District Bonfire Society you are agreeing that we may use some or all of the personal data you have provided for keeping your membership record up to date and accurate.

Rye & District Bonfire Society may contact you at your home address, by telephone, SMS, or email. You can change your communication preferences by emailing [info@ryebonfire.co.uk](mailto:info@ryebonfire.co.uk)

### **How we may use your information**

Personal data submitted via our website will only be used for the purposes (or closely related purposes) that it was collected.

We may use your personal information to:

- send you email notifications which you have specifically requested;
- deal with enquiries made by you relating to the Rye & District Bonfire Society.

## **Sharing of information**

Rye & District Bonfire Society will not disclose any of your personally identifiable information to any third party unless we have your permission, or under special circumstances, such as when we believe in good faith that the law requires it.

## **Sharing your personal data within Rye & District Bonfire Society**

Some of your personal data will be available to Rye & District Bonfire Society's Officers, or officials, and others formally instructed for the purposes of carrying out their duties.

The type of personal data shared will be relevant to the purpose for which the data is used.

## **Updating membership records and email subscriptions online**

To ensure that we can communicate with you effectively as a valued member it is important that the contact details we have for you are up to date. You can make sure that your contact details are accurate, and amend them as necessary, by emailing [info@ryebonfire.co.uk](mailto:info@ryebonfire.co.uk)

You can also make sure that your marketing preferences are as you wish them to be. Your preferences allow you to decide if you would like us to keep you up to date with by email – our latest campaigns, how you can become more involved in Rye & District Bonfire Society etc.

## **Privacy and cookies**

We will collect your personal data that you give to us for the purposes (or closely related purposes) for which you give it to us. Some information is gathered when you join or sign up to receive email updates.

## **Email**

All emails that we send you are tracked. This helps us to ensure that you only receive emails from us that are of interest to you. You can unsubscribe from emails at anytime by clicking the 'unsubscribe' button at the bottom of an email. Any request to unsubscribe will take effect immediately.

## **Social media buttons**

On many of the pages of the site you will see 'social buttons'. such as share buttons for Twitter, and Facebook 'Like' buttons.

When you click on any of these buttons, these sites will be registering that action and may use that information to improve their services.

You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

### **External web services**

We use a number of external web services on the Rye Bonfire website, and Facebook and Twitter accounts, mostly to display content within our web pages. For example, to display images we sometimes use Flickr; to show videos we use YouTube. This is not an exhaustive or complete list of the services we use, or might use in the future, when embedding content, but these are the most common.

As with the social buttons, these sites may use information about usage of embedded content. If you are not logged in to these external services, then they will not know who you are but are likely to gather anonymous usage information e.g. number of views, plays, loads etc.

### **Our security**

Rye & District Bonfire Society uses industry standard efforts to safeguard the confidentiality of your personally identifiable information, such as firewalls and SSL (secure socket layers). We make every effort to protect the loss, misuse and alteration of information under our control. However, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

We do everything in our power to protect your information off-line and only authorised personnel can view your data.

### **Access to your personal data – placing a subject access request (SAR)**

As an individual, you have a right under the Data Protection Act to request copies of the information that have about you (your personal data). These are called subject access requests (SARs).

Please bear in mind the following when filling a subject access requests:

- It is very helpful if you say what of your personal data you are seeking.
- We will, however, always provide everything that we can in response to a request. However there may be information that which we consider to be exempt from disclosure in response to a SAR – for example legal advice – which will not be provided in response to requests.

Data protection queries can be sent to the Secretary via [info@ryebonfire.co.uk](mailto:info@ryebonfire.co.uk)