

Privacy Policy for the Sheringham History Group

March 2025

The Data Protection Act 2018 states that we need to have your consent to keep your personal data.

We also want you know what personal data we keep, how we keep it, why we keep it, who can access it and how you can get your personal data corrected and/or updated or deleted.

The Data Controller is the Sheringham History Group

The Data Protection Officer is Nick Wallace, Membership Secretary and Committee member.

Data Collection

Members of the Sheringham History Group

What personal data does the Group collect?

The personal data we routinely collect includes members' name, address, email address, and telephone number(s).

For some of our members we may keep additional information such as committee membership but only during their relevant tenure.

What is the legal basis for collecting this data?

The Sheringham History Group collects the personal data that is necessary for the purposes of its legitimate interests as a membership organisation.

Where does this data come from?

The personal data is provided to us when a member completes the Sheringham History Group membership application form and when a member renews their membership.

What is this personal data used for?

We use members' data for the administration of memberships and the communication of information about the Group's activities including details of forthcoming events.

Any email sent to the membership as a whole is addressed to the sender and the email distribution list is entered as a "bcc" to ensure [privacy](#).

Who is your data shared with?

Your personal data is not passed on by us to other people/organisations without your written permission.

How is your data stored?

Personal data is mainly stored in digital form on a computer used only for the Sheringham History Group. This information is password protected. Some information is held in paper form. This information is securely stored at the Membership Secretary's address. The Speaker Organiser has the names of potential speakers slotted into a target month for the talk. This sheet is kept in a labelled SHG folder residing in a cupboard. All the relevant contact details are online.

Who has access to your data?

The the Membership Secretary of Sheringham History Group has access to members' data in order for her/him to carry out legitimate tasks for the club. The Events Organiser has access to the names of those members who have booked to attend the event.

How long do we keep your data?

We keep your data while you remain a member of the Group. If you resign or fail to renew your membership your electronically stored personal data will be deleted after three months of the resignation or the date of membership renewal .The paper copy of the membership application form will be securely disposed of after three months of the resignation or the date of membership renewal. However, if you resign or fail to renew your membership we will delete/ securely disposed some/all of your personal data upon receiving your written request.

What happens if a member dies?

We will delete/securely disposed deceased members' personal data as soon as we receive notice of the death.

Visiting speakers

What personal data does the Group collect?

We collect your name and contact details, which may include your email address and/or telephone number(s).

What is the legal basis for collecting this data?

The Sheringham History Group collects the personal data that is necessary for the purposes of its legitimate interests as a membership organisation which organises talks for its members.

Where does this data come from?

The personal data is collected when contact is made with you or by you in relation to a talk or possible talk by you to our members.

Who is your data shared with?

Your personal data is not passed on by us to other people/organisations without your written permission.

What is this personal data used for?

Your email address and other personal data will be used to contact you in relation to a talk or possible talk by you to our members.

Your name will be used by the Group webmaster and the Group publicity officer for the purposes of promoting your talk.

Where bank account details have been received for the purpose of making a payment of a fee for delivering a talk, these details will only be used for making that payment.

How is your data stored?

The Talks Organiser Personal stores data mainly in digital form on a computer used for the Sheringham History Group business. Any personal data held in paper form is kept by the Talks Organiser in a labelled SHG folder residing in a cupboard.

All the relevant contact details are online.

Who has access to your data?

The Talks Organiser has access to your personal data.

Your personal data may be passed on to another member of the Sheringham History Group Committee but only for the purposes of communications with you in relation to your talk/proposed/talk.

Your name will be passed to the Group webmaster and the Group publicity officer for the purposes of promoting your talk.

The Membership Secretary (who acts as treasurer for the Group) will have access to your bank details (if you provide them) for the purpose of paying your speaker's fee. The bank details will not be passed on to any other person or body.

Other than the instances above, your personal data will not be passed on to other person/organisation without your prior written permission

How long do we keep your data?

After the talk has been delivered and a "thank you" email/text has been sent, all your personal data is deleted (where held in electronic form) and/or securely disposed of (where held in paper form).

But before deletion/disposal you will be asked if your details may be kept in order to refer to them any questions arising, or whether they might be available for any future talks to SHG, or to a similar local history society.

We will not pass your name or contact details on to any other organisation but will contact you with details of any organisation that wishes to contact you so you can make contact of you so wish.

As soon as payment for any fee for delivering a talk has been made any bank details we hold are deleted (where held in electronic form) and/or securely disposed of (where held in paper form).

Event Organisation

What personal data does the Group collect?

When an event is organised/in the process of being organised we will collect names, and contact details, including email addresses of the venue representative(s).

What is the legal basis for collecting this data?

The Sheringham History Group collects the personal data that is necessary for the purposes of organising and promoting the Group event that is held at your venue.

Who is your data shared with?

Your personal data is not passed on by us to other people/organisations without your written permission.

What is this personal data used for?

The personal data will only be used to contact the venue and/or the venue representative about the proposed use of the venue for a Group activity.

Where bank account details have been received for the purpose of making a payment of a fee for hiring the venue, these details will only be used for making that payment.

How is your data stored?

Where personal data is stored in digital form on a computer used for the Sheringham History Group, access is password protected. Any personal data held in paper form is securely stored.

Where bank account details have been received for the purpose of making a payment for the use of the venue those details are securely stored on a password protected computer which is only used for Sheringham History Group. Any bank account details held in paper form are securely stored until full payment has been made to the venue and then securely disposed of.

Who has access to your data?

Personal data will not be passed on to other organisations without prior written permission from the venue but may be passed on to another member of the Sheringham History Group Committee but only for the purposes of communications with you in relation to the event /proposed/event.

Details of the venue and in some cases contact details will be passed to the Group webmaster and the Group publicity officer for the purposes of promoting your talk.

The Membership Secretary (who acts as treasurer for the Group) will have access to your bank details (if you provide them) for the purpose of paying any venue hire charge.

How long do we keep your data?

After the Group event has taken place and a “thank you” email/text has been sent, all your personal data is deleted (where held in electronic form) and/or securely disposed of (where held in paper form).

As soon as payment for any venue hire charge/fee has been made any bank details provided by the venue representative are deleted (where held in electronic form) and/or securely disposed of (where held in paper form).

How you can check what data we have about you/your venue?

New members are e-mailed with a summary of the personal data we hold including their contact preferences. This gives new members the opportunity to correct any data and to verify the e-mail address.

In any case if an individual or venue organiser wishes to see the data we hold about them/their venue, they should contact the Membership Secretary who is the Data Protection Officer (nickwallace2004@yahoo.com).

How can you ask for data to be removed, limited or corrected?

There are various ways in which you can limit or specify how your data is used.

- The Sheringham History Group membership application form allows members to opt out of receiving communications by post, telephone or email. Any opt outs limit the amount, timing and type of information that you will receive. You can change these opt outs at any time.
- Membership can be retained with your correct name but with limited contact details. However, we do need to have at least one method of contacting you in case of an emergency.
- Those who give talks to the Group or who are connected with a venue used or proposed to be used by the Group for a visit/event can request that their contact details are corrected/deleted at any time.
- Any of these options can be implemented by contacting the Membership Secretary who is the Group's Data Protection Officer. (nickwallace2004@yahoo.com)

If you are dissatisfied about the way your data is held or how a request regarding your personal data has been handled, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk

Cookies

By continuing to browse this website, you are agreeing to our use of cookies.

A cookie is a small file of letters and numbers which we store in your browser or the hard drive of your computer (with your agreement). Cookies contain information which is transferred to your computer's hard drive.

Cookies we use :

Wordfence Security (WordPress security plug-in)

Wordfence is a security plug-in for WordPress and helps keep the site safe and secure. This plug-in will check you're a real human visitor and your geographical location.

Independent Analytics

Independent Analytics allows us to gather statistical information about website users. This includes counting the number of visitors, which pages are visited, how visitors find our website and what technologies/browsers they use.

Google Maps (for the display of interactive maps)

Some of our pages include interactive maps provided by Google. Google may set cookies to store information and preferences about maps or other associated Google services on pages where we embed Google maps.

Embedded Content (e.g. YouTube videos)

When we embed content from other sites and services into web pages (for example, embedding a YouTube video into a page) the third party services used will usually set their own cookies in addition to the cookies listed above.

Controlling and blocking cookies

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

Keeping the policy updated

This policy is reviewed at least once a year by the Sheringham History Group Committee. Any significant changes will be reported at the next AGM.

The latest version of this policy is posted on the Sheringham History Group website. You are encouraged to look at the website periodically so that you are aware of any changes that are made.