



## **Privacy Notice Essex Historic Buildings group (EHBG)**

### **What personal data does the EHBG collect?**

The data includes names, addresses and phone numbers of our members and people who attend EHBG events. There may be further information about some members, such as bank details, collected with the members knowledge and permission.

### **Who is the data shared with?**

No data is shared with a third party

### **Where does the data come from?**

Data is collected when people attend EHBG events and when they join the EHBG

### **How is the data stored?**

The data is either stored in digital form on a computer or as a hard copy. Membership data is held by the Membership Secretary and event data is held by the Events Secretary. They are both members of the Committee.

### **Who is responsible for ensuring compliance?**

We do not have a Data Protection officer (there is no statutory requirement for the EHBG to have one.) The Membership Secretary is responsible for ensuring compliance of membership data and the Events Secretary is responsible for ensuring compliance of events data.

### **Who has access to the data?**

Members of the EHBG committee.

### **What is the legal basis for collecting the data?**

The EHBG collects data for its "legitimate interest" as a membership organisation and provider of events and meetings. The EHBG also collects some financial data and there is a "legal obligation" for the collection and retention of this data.

### **How do you check, ask for removal, limit or correct the data that the EHBG holds on you?**

If you are a member you should contact the Membership Secretary and if you have attended an event you should contact the Events Secretary. If your data is removed the EHBG will be unable to contact you about events or send you the newsletter/

### **Is any "special data" collected?**

The only "special data" collected by the EHBG relates to the disabilities of members who have explicitly requested that this is recorded for the purpose of giving them particular positions at events.

### **How long does the EHBG keep your data and why?**

Data is kept after people resign or their membership lapses in case they wish to rejoin at a later date. Other data, such as accounting information, is kept for the legally required period.

### **What happens if a member dies?**

It will be removed when the EHBG becomes aware of the death.

### **Complaints**

If you wish to make a complaint please contact any Committee member and the Information Commissioners Office (ICO) at [casework@ico.org.uk](mailto:casework@ico.org.uk) or phone 0303 123 1113