

## **Data Processing Statement – The Camberley Society**

The Camberley Society holds and processes personal data solely for the purposes of:

- Financial accounting,
- Administration of membership
- Communications with its members.

The Camberley Society functions as a data controller in respect of that data. As a small charity that only uses personal data for those strictly limited purposes the Camberley Society is exempt from notification of the Information Commissioner's Office. However, we are fully committed to protecting your personal information and privacy.

The information we collect includes your name, address, email address, phone numbers, donation details or subscription payment details. We will only use this information for the purposes listed above which has been supplied by you, as someone who supports the aims of the Camberley Society. We will handle your information securely, we will not share your information with other organisations and we will only disclose it to others when this is required by law or regulation. Specifically we will never sell your data to any third party nor will we share your details with other entities for marketing purposes. We will retain your information only for as long as it is required by law or until it becomes irrelevant.

You have a choice about whether or not you wish to receive information from us and if you no longer wish to receive information you can inform us of this by contacting us at [chairman@thecamberleysociety.org.uk](mailto:chairman@thecamberleysociety.org.uk)

The accuracy of your information is important to us. If you change email address, or any of the other information we hold is inaccurate or out of date, please email us at: [chairman@thecamberleysociety.org.uk](mailto:chairman@thecamberleysociety.org.uk)

You have the right to request a copy of the information we hold about you and will make it available to you on request.

If you are unhappy with our use of your personal data, you have the right to complain to the Information Commissioner's Office. We would encourage you to contact us in the first instance so we can attempt to resolve any concerns.

If you have any questions or concerns about how your data is processed or protected by the Camberley Society please contact David Powell (Chairman – The Camberley Society) at [chairman@thecamberleysociety.org.uk](mailto:chairman@thecamberleysociety.org.uk)

26<sup>th</sup> March 2018