



Computer ♦ Conservation ♦ Society

Privacy Policy Statement ("Privacy Statement")

When we use the terms "we" "us", "our" or "ourselves" in this Privacy Statement, we mean the Computer Conservation Society ("CCS").

Information about us is published at our website <http://www.computerconservationsociety.org/> where this Privacy Statement is posted.

The CCS is an organisation which has not been established for profit and is not conducted for profit. It carries out the processing of Personal Data for the purposes of establishing and maintaining membership and support for the CCS and its objectives, and for providing and administering activities for individuals who are either members of the CCS or who have regular contact with it ("Purposes"). The CCS's objectives are set out in its constitution which is available at our website.

What is this Privacy Statement?

You do not have to give us any personal information in order to use our website.

If you are, or are about to become, a member of the CCS, we process certain information which relates to you ("Personal Data"). We do so as necessary for the Purposes set out above. We may share information with other individuals and non-commercial organisations only as necessary for these purposes. This Privacy Statement is our privacy policy which sets out what Personal Data we process, for what purpose, and how we process it. It also states our reasons for processing, which identify our legal basis for doing so under the General Data Protection Regulation and the Data Protection Act 2018.

What Personal Data do we process, and why?

We may process the following Personal Data:

Membership information:

If you are or become a member of CCS and have provided Personal Data to us to set up or maintain your membership record, this Personal Data will be added to your membership record, as our authoritative record of your membership of CCS.

Personal Data collected for the membership record will include:

Name and contact details: Your name, address, telephone number and email address

Purpose To service your membership

Reason For CCS Purposes.

Membership details: Whether you are a member of CCS and the type of membership that you hold

Purpose To service your membership

Reason For CCS Purposes.

Purpose To understand the profile of our membership

Reason For CCS Purposes.

Correspondence:

If you correspond with an Officer or other Committee member electronically or otherwise, we will process and store:

Name and contact details for correspondence: Your name, telephone number, and e-mail address, and details of your and our correspondence.

Purpose To service your membership

Reason For CCS Purposes.

Participation in events:

If you choose to register for an event, we will process and store:

Participation details: Your registration to attend events, and your attendance at those events

Purpose To deliver the event

Reason For CCS Purposes.

Purpose To monitor the attendance of our events to help us improve our services

Reason For CCS Purposes.

Paying for membership or events:

If you make a payment as a donation or for any other purpose such as an event, we will process and store:

Name and contact details

We will use this Personal Data for the following purposes:

Purpose To accept payments from you and to enable us to audit the accounts

Reason For CCS Purposes.

Events, activities and information

We provide regular emails listing events, activities and other information, or to ask for information, in relation to our Purposes, to members.

This is how we communicate with our members, as well as posting information on the website. It is always your choice as to whether to receive such communications. You can ask us not to send you emails of this nature, by contacting us using the contact details set out at the end of this Privacy Statement.

What Personal Data do we share?

Purpose We share your Personal Data with the British Computer Society ("BCS") because our formal status is that we are a Specialist Group of the British Computer Society, who assist us in processing your Personal Data for the Purposes and for the reasons listed above. In particular, if you are a member of the British Computer Society, certain Personal Data may be common to both BCS and ourselves.

Further information In certain circumstances we and BCS use third party service providers for aspects of our operations and to help provide information and services. For example, third party providers may be provided by the BCS for printing and posting our magazine, *Resurrection*, and for registration of events.

Purpose We sometimes share your Personal Data with our Officers, other Committee members, other volunteers or advisors. For example, we may arrange subscriptions to third party publications at a discounted rate organised by ourselves, and invite you to provide the information required by them and ourselves to do so.

Further information All our CCS activities are controlled and run by CCS volunteers or BCS staff. We may, within our legitimate interests, and for our Purposes, share certain Personal Data by email.

Purpose We sometimes share your name and affiliation with hosts of events.

Further information Events may be hosted by BCS or another third party. Sometimes the host of the event requires your name and affiliation (for example your employer or employment status) as a way to identify you to grant access to their building or otherwise to register you to attend such event, and in order to enable this, we will need to share those details. The recipient will process that Personal Data as data controller. If you would like any assistance from any such third party to understand how they use your Personal Data, please let the CCS organiser of that event know, who will refer you to the necessary person or department of the third party.

Purpose We sometimes share your name, contact details and affiliation, and other relevant Personal Data, with other members.

Further information As a membership organisation, we may share your Personal Data with other members where it is in our legitimate interests to do so in relation to our Purposes. For example, we might share your contact details with members who are organising events or collating material for our publications, if we believe that you might have an interest in speaking or attending such event or contributing to such publication.

Purpose We may share your Personal Data for other purposes to help us comply with law or where it is in our legitimate interests to do so

Further information We may share your Personal Data to meet any applicable law, regulation, legal process or enforceable governmental request; to enforce applicable legal terms and conditions or our other legal rights, including investigation of potential violations; to detect, prevent, or otherwise address fraud, security or technical issues or to protect against or prevent harm to the rights, property or safety of ourselves, our members or the public, as required or permitted by law.

Where is your Personal Data stored and processed?

We process and store your Personal Data in a membership database, email and office servers and equipment. We employ organisational and technical methods to protect your Personal Data.

We do not ordinarily transfer your Personal Data outside of the European Economic Area, except in relation to events taking place abroad for any of the Purposes.

What security measures do we use?

We are committed to implementing technical and organisational security measures to keep your Personal Data safe. We regularly review them to help satisfy ourselves that they are in line with known and emerging risks, and to help prevent breaches.

How long do we keep your Personal Data?

We will not keep your Personal Data longer than reasonably necessary to fulfil our Purposes or as prescribed by law.

We may also retain your Personal Data where it is necessary for us to do so, for example in connection with a dispute, or in relation to formal records of any of our proceedings, or to evidence our compliance with law.

Your rights

You have the following rights in relation to the Personal Data we hold about you:

Your right of access

If you ask us, we will confirm whether we are processing your Personal Data and, if necessary, provide you with a copy of it.

Your right to rectification

If the Personal Data we hold about you is inaccurate or incomplete, you are entitled to request to have it rectified. If you are entitled to such rectification and if we have shared your Personal Data with others, we will tell them about the rectification where possible. If you ask us, where possible and lawful to do so, we will also tell you with whom we have shared your Personal Data, so that you can contact them directly.

Your right to erasure

You can ask us to delete or remove your Personal Data in some circumstances. If you are entitled to such erasure and if we have shared your Personal Data with others, we will tell them about the erasure where possible. If you ask us, where possible and lawful for us to do so, we will also tell you with whom we have shared your Personal Data so that you can contact them directly.

Your right to restrict processing

You can ask us to block the processing of your Personal Data in certain circumstances, such as where you dispute its accuracy or you object to us processing it. If you are entitled to such restriction and if we have shared your Personal Data with others, we will tell them about the restriction where possible. If you ask us, where possible and lawful for us to do so, we will also tell you with whom we have shared your Personal Data so that you can contact them directly.

Your right to data portability

You have the right, in certain circumstances, to obtain Personal Data you have provided us with (in a structured, commonly used and machine-readable format) and to re-use it elsewhere or to ask us to transfer it to a third party of your choice.

Your right to object

You can ask us to stop processing your Personal Data, and we will do so unless we can demonstrate compelling legal grounds for the processing.

Your right to lodge a complaint with the Information Commissioner's Office

If you have a concern about any aspect of how we have processed your Personal Data, please first contact us as stated below. You are entitled to contact the Information Commissioner's Office.

Please note that some rights set out above may be limited where we have an overriding interest or legal obligation to continue to process the data, or where data may be exempt from disclosure.

Contacting Us

If you wish to access, correct, remove, or prevent processing of any of your Personal Data, please send your requests, or any questions about this Privacy Statement, to:

The Membership Secretary or the Secretary of the Computer Conservation Society, at the respective email address shown on the Contact Details page of the CCS website:

<http://www.computerconservationsociety.org/contact.htm>

Please be aware that in some cases we may not be able to process your request; for example, if it is technically impractical, risks the privacy of others, or causes a disproportionate burden on us.

However, we will do our best to respond promptly and comply with your requests.

Changes

We may revise or update this Privacy Statement from time to time. We will post any revised or updated Privacy Statement on our website.