Minting, Gautby District Heritage Society

Data Protection Policy

1. About Us

- **Group Name:** Minting, Gautby District Heritage Society
- **Main Activity:** Local Heritage Society
- **Contact Email/Phone:** Joanna Heselwood
- **Data Controller:** The group as a whole is the data controller, managed on a day-to-day basis by Joanna Heselwood.

2. What Personal Data We Collect

We only collect the minimum amount of personal data needed to run our group. This typically includes:

- Full name
- Email address and/or phone number
- Postal address (only if required for local deliveries or membership records)
- Payment details (if collecting small membership fees or event donations)

3. Why We Collect It & Our Lawful Basis

We collect and use your personal data under the following lawful bases:

- **Consent:** You gave us your details so we can send you updates, newsletters, or event information.
- **Legitimate Interests:** To run the group, organise meetings, and communicate with our members.
- **Contract:** To fulfil a membership or service you signed up for.

4. How We Store and Protect Your Data

- We store contact lists safely using [e.g., a password-protected spreadsheet, a secure email account, or a shared folder like Google Drive / Dropbox].
- We do not sell, rent, or trade your personal data with any commercial third parties.
- We only share data with external services if strictly necessary to run the group (e.g., using an email tool), and we ensure they follow data protection rules.

5. How Long We Keep Your Data

- We keep your contact details only for as long as you remain an active member or supporter of the group.
- If you leave the group or ask us to stop contacting you, we will delete/anonymise your personal data within 30 days.

6. Your Rights

Under data protection law, you have the right to:

- **See what data we hold** about you (a Subject Access Request).
- **Ask us to correct** any inaccurate or out-of-date information.
- **Ask us to delete** your data ("right to be forgotten") at any time.

- **Withdraw your consent** to receive messages from us whenever you choose.

To exercise any of these rights, please contact us at: **mintinggautbyheritagesociety@gmail.com**