



# Somerset Archaeological & Natural History Society

Somerset Heritage Centre Brunel Way Norton Fitzwarren Taunton TA2 6SF  
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01823 272429

Registered Charity No. 201929

## **SANHS Privacy Notice**

This Privacy Policy sets out the basis by which the Society processes personal data.

### **Data Controller**

The Somerset Archaeological & Natural History Society (SANHS), registered charity no. 201929, is the 'Data Controller' for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.

### **Data collected by SANHS**

SANHS collects the following personal data: your title, full name, postal address, email address, heritage interests, volunteer skills, payment information and Gift Aid eligibility.

### **Storing and processing your personal data**

SANHS stores your personal data on the Society's membership database and may use it in the following ways:

- To process your membership payment each year.
- To process your Gift Aid payment every year (if relevant).
- To send you Proceedings, news and information of events and activities organised by SANHS, its Associated Societies and other relevant organisations.
- To send you governance information including meeting dates, minutes and agendas.
- To notify you of volunteering opportunities.
- To contact you regarding fundraising.
- To profile member information for the purpose of skill sharing or fundraising.
- To update your information.

### **Booking for SANHS events**

If you contact SANHS about an event, your personal data will be passed to the event organiser.

### **Third parties and your information**

SANHS uses third party providers to deliver part of the services it provides to you. SANHS will never sell your information to third parties. The following third parties are currently used:

- MailChimp, to send you emails.
- PayPal, to process your shop purchases.
- NatWest, to process membership and other payments.
- HMRC to process Gift Aid payments.
- Microsoft Azure and Donorfy, to store your data.
- Carbonite to back up the office systems.

### **Photography at SANHS events**

Photographs are taken at SANHS events. The images may be used in SANHS publicity, including press releases, on the SANHS web site, in the Society's e-bulletin and on the SANHS Facebook page. The images will be stored on the hard drive of the SANHS office computer. If you do not want to be photographed please let the event leader know before the start of the event.

### **Changes to your information**

The Society will retain your information until you decide otherwise. If you would like to access the information the Society holds about you, or if you would like to change information that we hold, or, if you would like to cancel your membership, please contact the Office Manager by email at [office@sanhs.org](mailto:office@sanhs.org) or by telephone on 01823 272429.

**The Privacy Notice and the SANHS Data Protection policy can be viewed at [www.sanhs.org](http://www.sanhs.org) or obtained from the SANHS office. This Privacy Policy may change, in which case we will notify you.**