

Privacy Notice

This privacy notice sets out the way we process your personal information and we've created this privacy notice to make sure you are aware of how we use your data as a member of SAHGB. We will always refer to this page when we ask you for your consent and we'll keep this page updated so that you can be confident when sharing your information with us that it will be only used for what we describe here.

SAHGB is a registered charity number 236432 and limited company registered in England and Wales (810735) with its registered office at 70 Cowcross Street London EC1M 6EL. SAHGB is the data controller of your personal data and is subject to the Data Protection Act 1998 ("DPA") (and, when it takes effect on 25 May 2018, the General Data Protection Regulation (the "GDPR")). SAHGB is registered with the UK Information Commissioner's Office with registration number Z9280320

How we collect your information

We may collect your personal information in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, or when you interact with us during your time as a member in various other ways (for example, where you attend our AGM, or other events organised by us);
- From someone else who has bought membership on your behalf (for example where they have bought SAHGB membership for you as a gift and provided us with your contact details for that purpose);
- On rare occasions, where we receive information about you from another member of SAHGB

The types of information we collect

We may collect the following types of personal data about you (and your family members, where relevant):

- Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you;
- Financial information, including Direct Debit details (but not your payment card details, which we never collect or store ourselves since we always use a third party 'payment gateway' to process card payments);
- Certain other information which you volunteer when making use of your membership benefits (for example, when making use of advisory services or directory listings, attending SAHGB events, or expressing your views on issues which we are discussing and/or lobbying Government about).

How we use personal information

Personal information provided to us will be used for the purposes outlined at the time of collection or application in accordance with the preferences you express.

Personal data collected and processed by us may be used for the following purposes:

- Administration of membership(s);
- where this is necessary for the performance of a contract (including the Terms of Membership) with you.
- Research and statistical analysis;
- Communication about our work, membership, and other activities that we think may be of interest to you;
- Administration of donations and legacies; where this is necessary for our legitimate interests (meaning our interests in growing the work of SAHGB and supporting all our members, including by representing their interests before Government).
- Tailoring our messages to our potential and existing supporters to ensure all marketing communications you receive from us are relevant; where this is necessary for our legitimate interests, and where we send marketing communications by electronic means, where we have your consent.

Your marketing preferences

SAHGB will always act upon your wishes in respect of what type of communications you want to receive and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences. These are what we would describe as essential communications to fulfil our contractual obligations to you as a member of SAHGB. Examples of this type of communication would be:

- Transaction notifications, such as payment receipts or Direct Debit confirmations.
- Membership related mailings such as your renewal reminder, our regular magazine and AGM notices.

You are always in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Email: membership@sahgb.org.uk

Post: SAHGB Membership, Heritage House, 12 Football Close, Baldock SG7 5AH.

Sharing your information with others

We do not sell or share your personal information for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following groups where necessary:

- SAHGB employees and volunteers, for the purposes of administering your membership and giving you access to the full range of membership benefits to which you are entitled.
- Also, under strict obligations of confidentiality and with other appropriate contractual protections in place
- Our Contractors (such as our membership administrators, Hall McCartney Ltd).
- Our Advisors

When we allow such third parties access to your information, we will always have complete control of what they see, what they are allowed to do with it and for how long they can store and use it.

How long your information is kept

We hold your information only as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid SAHGB membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

Your rights

You have the right to ask us, in writing, for a copy of all the personal data held about you (this is known as a 'subject access request'). A copy will be sent to you as soon as possible and this will be no later than one month after your request.

If you would like to access your personal data held by us, please apply in writing to our membership team:

SAHGB - Subject Access Request, Heritage House, 12 Football Close, Baldock SG7 5AH.

Under the DPA, you also have the following rights:

- To require us not to send you marketing communications;
- To require that we cease processing your personal data if the processing is causing you damage or distress.

Once the GDPR takes effect on 25 May 2018, you will also have the following additional rights:

- To require us to correct the personal data we hold about you if it is inaccurate;
 - To request that we erase your personal data (other than where we are required by law to hold this data, for example by HMRC);
 - To request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
 - To receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
- and
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply: for example, if we can show our processing is necessary for a lawful purpose set

out in this **Privacy Notice**.

Updating and amending your personal information

We will always try to keep your data as up-to-date as possible. If, at any time, you want to update or amend your personal data or marketing preferences then you can do so by logging into your profile online. Alternatively, you can contact our membership team on:

Telephone: +44(0)1462 896688

Email: membership@sahgb.org.uk

Post: SAHGB Membership, Heritage House, 12 Football Close, Baldock SG7 5AH.

The verification, updating or amendment of personal data will take place within 28 days of receipt of your request.

Contact and complaints

If you have any queries about this Privacy Notice or how we process your personal information, or if you wish to exercise any of your rights under applicable law, you may the Secretary of the Society

- by email: HonSecretary@sahgb.org.uk
- by post: The Society of Architectural Historians of Great Britain 70 Cowcross Street, London EC1M 6EL

If you are not satisfied with how we are processing your personal information, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.