

# American Civil War Society Ltd

## DATA PROTECTION POLICY

### 1. About this Policy

1.1 This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights in relation to it.

1.2 We may collect, use and store your personal data, as described in this Data Protection Policy and as described when we collect data from you.

1.3 We reserve the right to amend this Data Protection Policy from time to time without your notice.

1.4 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.

### 2. Who are we?

2.1 We are the American Civil War Society Ltd. We can be contacted using the details from the contacts section of the company website at [acws.co.uk](http://acws.co.uk)

### 3. What type of information we collect and why.

Type of information	Purposes	Legal basis of processing
Member’s name, address, date of birth, telephone numbers, e-mail address.	Managing the member’s membership of the company, Replying to police enquiries.	For the purposes of our legitimate interests in operating the company.
Firearms, Shotgun and Explosive Certificate details, including issuing authority and expiry date	Efficient company processing, traceability	For the purposes of our legitimate interests in operating the company.
Photos and videos of Members and their re-enactment equipment	Publication on the company’s website, in the newsletter and on social media pages	Member consent
Attendance log	Publication on the company website and in the newsletter	For the purposes of our legitimate interests in operating the company.
Membership Application and Renewal Forms in digital or paper format	Efficient membership processing, document backup and archiving	Member consent

#### **4. How we protect your personal data**

- 4.1 We will not transfer your personal data outside the UK without your consent.
- 4.2 We have implemented generally accepted standards of technology and operational security in order to protect your personal data from loss, misuse, or unauthorised alteration or destruction.
- 4.3 Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- 4.4 For any payments which we take from you online we will use a recognised online secure payment system.
- 4.5 We will notify you promptly in the event of any breach of your personal data which may expose you to serious risk.

#### **5. Who else has access to the information you provide us?**

- 5.1 We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or paragraph 5.2 below.
- 5.2 We may pass on your personal data to third parties for the purpose of completing tasks and providing services to you on our behalf (eg. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service.

#### **6. How long we keep your information?**

- 6.1 We will hold your information on our systems for as long as you are a member of the company and for as long afterwards as it is in the company's legitimate interest to do so or for as long as it is necessary to comply with our legal obligations. We will review your personal data at appropriate intervals to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data and we will retain your personal data in an archived form in order to be able to comply with future legal obligations e.g. police enquiries

## 7. Your rights

### 7.1 You have rights under the GDPR

- (a) to access your personal data
- (b) to be provided with information about how your personal data is processed
- (c) to have your personal data corrected
- (d) to have your personal data erased in certain circumstances
- (e) to object to or restrict how your personal data is processed

### 7.2 You have the right to take any complaints about how we process your personal Data to the Information Commissioner:

<https://ico.org.uk/concerns/>

Information Commissioners' Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Tel – 0303 123 1113

For more details please address any questions, comments and requests regarding our data processing practices to the membership secretary or any other of the directors.