

## OXFORDSHIRE LOCAL HISTORY ASSOCIATION (OLHA)

### Privacy notice for individual members in accordance with the General Data Protection Regulation (GDPR)

March 2018; reviewed and updated March 2023

When you become an individual member of OLHA (by completing a paper form or electronic form) we collect your personal data and store and use it under the 'legitimate interests' section of the GDPR's 'lawful bases for processing' (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/legitimate-interests/>).

We collect, store and use your data as follows:

Data type	How collected	How stored	How processed/used
Your name, postal address, e-mail address and phone number.	Via membership forms (paper and digital) which members complete themselves and send to the OLHA membership secretary (by post, e-mail, or via the PayPal facility on OLHA's website).	a) Digitally in the OLHA membership database which is held on the personal laptop of the OLHA membership secretary. Access to this laptop is password protected, and the database is not accessible in any other way. b) Data received digitally via PayPal are also stored on-line in OLHA's PayPal account, which is password protected. c) Data received by post are also stored in a manual filing system held in the home of the OLHA membership secretary. d) Names and e-mail addresses are stored on-line in OLHA's Mailchimp account, which is password-protected.	Name, postal address and e-mail address are used to send members the OLHA journal (by post), the monthly e-bulletin (by e-mail), biannual notices of the OLHA study days (by post or e-mail), annual membership renewal reminders (by post or e-mail), and occasional notifications of events of interest to members (by post or e-mail). Phone numbers are occasionally used to clarify particular queries with members in relation to their membership of OLHA.  None of this information is shared with any third party.

<b>Data type</b>	<b>How collected</b>	<b>How stored</b>	<b>How processed/used</b>
<p>Payments made to OLHA by members - membership subscriptions, study days fees and donations: amount, form of payment (cheque, cash, standing order, BACS transfer or PayPal payment), date banked (by OLHA) and purpose of payment.</p>	<p>Via forms (paper and digital) which members complete themselves and send to the OLHA membership secretary (by post or via the PayPal facility on OLHA's website).</p>	<p>a) Digitally in the OLHA membership database which is held on the personal laptop of the OLHA membership secretary. Access to this laptop is password protected, and the database is not accessible in any other way.  b) Data received digitally via PayPal are also stored on-line in OLHA's PayPal account, which is password protected.  c) Data received by post are also stored in a manual filing system held in the home of the OLHA membership secretary.</p>	<p>Amount, form of payment, date banked and purpose of payment are used to compile OLHA's financial accounts and to ensure that OLHA members have paid for their annual subscription.</p> <p>None of this information is shared with any third party.</p>
<p>Bank details of individual members of OLHA: account number and sort code.</p>	<p>Via paper standing order forms which members complete themselves and send to the OLHA membership secretary by post.</p>	<p>Paper photocopies of standing order forms are stored only until the first payment has been made (in case payment fails); thereafter they are destroyed.</p>	<p>The fact that the member has set up a standing order to pay their membership subscription is noted in OLHA's membership database and the signed original of the standing order form is sent to the member's bank for processing there.</p> <p>None of this information is shared with any other third party.</p>

<b>Data type</b>	<b>How collected</b>	<b>How stored</b>	<b>How processed/used</b>
Gift aid declarations.	Via paper forms which members complete themselves and send to the OLHA membership secretary by post or as digital scans.	<p>a) The fact that the member has signed a gift aid declaration is stored digitally in the OLHA membership database which is held on the personal laptop of the OLHA membership secretary. Access to this laptop is password protected, and the database is not accessible in any other way.</p> <p>b) The original signed declaration is also stored in a manual filing system held in the home of the OLHA membership secretary.</p>	<p>The digital record of the member's gift aid declaration allows OLHA to make an annual claim for gift aid from HMRC. The original signed paper declarations (or print-outs of them) are stored in case HMRC question any part of the claim.</p> <p>None of this information is shared with any other third party.</p>

This data is controlled and processed by the OLHA membership secretary who can be contacted on membership@olha.org.uk, 01865 242760.

You can ask to see what data we hold on you by contacting the OLHA membership secretary on membership@olha.org.uk, 01865 242760.

If you no longer wish to be a member of OLHA, you can ask for your data to be removed from our digital and manual filing systems by contacting the OLHA membership secretary on membership@olha.org.uk, 01865 242760.

See <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/> for further information.