

The Anglo-Danish Society – Privacy Notice 2018

Privacy Notice in relation to General Data Protection Regulation (GDPR)

This is the privacy notice for Anglo-Danish Society (A-DS), a registered charity (charity number 313202) that grants scholarships for the purpose of post-graduate studies or research.

A-DS also puts on events for the social, cultural or educational enjoyment of members and guests.

The Anglo-Danish Society is run by a volunteer committee.

Data is processed in order to manage your membership and to process bookings for events. A-DS is committed to protecting your privacy and ensuring the confidentiality of all personal information we collect, be it in person, online, via e-mail, phone, in writing or other.

This Privacy Notice sets out the basis upon which information is collected about you and the use of the personal information you provide us with.

How we collect personal information

We collect information about you in the following ways:

- When you join as a Member and fill in an application form and a standing order
- When you make a payment or donation
- When you submit a Scholarship Application – usually not already members

What information we collect

When completing your membership form, you will be asked to enter your: name, address, email address and phone number. You will also be asked to make a Gift Aid declaration which is kept on file.

You may also choose to set up a standing order and so will be asked to provide details of your bank or building society.

If completing a scholarship application form you will be asked to enter your personal details along with contact details as well as relevant academic trajectory enabling us to carry out the assessment of your application.

What we do with your data

We will use the data we collect from you for the following purposes:

- To deliver the benefits of our membership scheme as set out in the membership terms & conditions
- To notify you, our members, of the AGM, news, events and reminders
- To process your scholarship application

How we store your data and keep it safe

All membership and scholarship application data are stored securely by Anglo-Danish Society officers who have in place physical, electronic and managerial procedures to safeguard and secure the personal information we collect.

The society's data processors are limited to the relevant post holders (e.g. Treasurer, Secretary and Scholarship Secretary / Administrator) Only they have access to and are associated with the

processing of personal data. They are legally obliged to respect the confidentiality of your personal data whether you are a member, a supporter or a scholarship applicant.

We will not retain personal data if you resign your membership, unsubscribe from one of our mailing lists or request that information should be destroyed.

No sharing of personal information

We do not share personal information with **any** third parties for marketing purposes outside of your membership contract.

Rights to access, remove or correct personal information

You have the right to request a copy of or the destruction of the information that we hold about you.

If a member asks for their personal data to be removed from our current record systems, this will be done within one week of the request being received. The same timescale will apply when we are notified that personal information needs to be corrected or updated.

You can also opt out of automated email newsletters or correspondence immediately by following the links to unsubscribe. Links are provided with every electronic mailing.

Changes to our privacy notice

This notice will be amended in the light of any relevant changes in legislation or related good practice. This privacy notice was last updated on 17 May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy. Our contact details are as follows:

- By email: hon.treasurer@anglo-danishsociety.org.uk
hon.secretary@anglo-danishsociety.org.uk
scholars@anglo-danishsociety.org.uk
- Or write to us: The Anglo-Danish Society, 43 Maresfield Gardens, London NW3 5TF

17.05.2018