

## **Privacy Notice**

At the Lincoln Astronomical Society, we are committed to protecting and respecting your privacy.

This notice explains the personal data we capture and store, the purposes for which we will use it, the lawful bases for processing data, where we transfer data to, how long we will keep your data, and your rights in the matter.

This privacy notice is written in the context of the General Data Protection Regulations (GDPR) and the Privacy and Electronic Communications Regulations (PECR) implemented in the UK on 2018 May 25.

We may change this notice from time to time and will notify members if this is the case.

### **Who are we?**

We are the Lincoln Astronomical Society, Lincoln's leading organisation supporting amateur observational astronomy. The LAS is a company limited by guarantee (no. 9350726).

You can contact the membership secretary by email to [membership@lincolnastronomy.org](mailto:membership@lincolnastronomy.org)

The LAS Membership Secretary is the lead for data protection within the organisation.

### **The purposes of the processing**

We capture basic information to administer your membership. The personal data we capture includes your name, address, telephone number, email address, and other non-identifying information. We do not capture any sensitive personal

data.

We use your personal data for the following purposes:

- To administer your membership of the LAS;
- To provide you with services and publications as part of your membership;
- To provide secure services on our website (Members Area).

We will send electronic bulletins and newsletters from time to time, which may include members goods for sale.

## **The lawful bases for the processing**

There are three lawful bases for the processing of your information:

- Contract: you have a contract (your membership) with the LAS for us to provide services, publications or lectures;
- Legal obligation: as a Company Limited by Guarantee we are obliged to maintain a register of members (Companies Act 2006);
- Consent: you can optionally consent to join our electronic communication email lists. Note that even if such consent has not been given, we may still send you emails necessary to provide you with services and publications which relate to your contract.

## **Transfers of personal data**

We do not sell or provide personal data to third parties. Data is held as an Excel spreadsheet by the Membership Secretary. This spreadsheet may be requested by the Directors of the Company for their personal use only in administering the business of the company;

Should a member need to contact another member, they can contact the Membership Secretary. The request will be passed to the second member via email. On receiving acceptance, the Membership Secretary will send both

members each others email's. It is then the responsibility of both members to only transfer their personal data as appropriate;

## **Retention period**

Your personal data will be held while you are a member of the LAS. If you leave the LAS we will retain your data for two years, but we are required to retain basic data in the register of members for 10 years.

## **Your rights**

You have the right to access your personal data record for checking and the right to have the record corrected if in error. Data will be provided electronically unless otherwise requested. You can withdraw consent to receive messages from our electronic communications email distribution lists at any time.

To exercise these rights please contact the Membership Secretary – details above.

You have the right to lodge any complaint with the Directors of the LAS.