



East Coker Society



Data privacy notice

1. About this notice

This privacy notice tells you who we are and how and why we collect your personal information, and outlines your rights in relation to this information. Personal data, or personal information, means any information about an individual from which that person can be identified. This notice applies to you if you:

- presently receive our quarterly newsletter by email
- wish to receive the newsletter by email in the future
- are an officer of the Society or a newsletter distributor
- visit the Society's website
- advertise in the newsletter or on the website.

2. Who we are and what we do

We're the East Coker Society (**Society**). The Society is a non-profit making organisation, and was formed in 1975 to inspire an interest in all aspects of East Coker's heritage and to develop a sense of community within the village.

The Society delivers a free quarterly newsletter to residents of the Parish. The latest newsletter is made available on the Society's website [here](#). The newsletter contains contributions by organisations and others who are likely to have a common community interest, and also includes a number of adverts. Those who contribute to the newsletter are solely responsible as data controllers for the content they provide. We do not endorse advertisers.

3. Our contact details

You may contact the Society by emailing the Secretary at sarah.owen@eastcoker.com.

4. What information we collect, and why, and the legal basis

We hold the name, postal address and email address of all those individuals who have consented to receive the Society's quarterly newsletters by email. The email addresses are held by the newsletter editor only, and will be used solely to distribute the quarterly newsletters and provide any other relevant information about the Society. The names and postal addresses of the email recipients are held not only by our newsletter editor but also by the newsletter distributors so that they can know where not to deliver a paper copy. The contact details of advertisers are also held.

In addition, we hold the names, postal addresses, email addresses and telephone numbers of the Society's officers and newsletter distributors, to facilitate the preparation and delivery of the newsletters and the administration of the Society's affairs.

The distribution of the Society's newsletters by email saves us considerable time and expense in enabling reduced printing, collating and delivery of paper copies. The holding of our distributor details, and the names and postal address of the email recipients, facilitates the distribution and delivery of paper copies of the newsletter within the East Coker Parish. These steps further our legitimate interests in reducing the Society's environmental footprint and ensuring the efficient distribution of the newsletters. Details of advertisers are used in performance of their contract with the Society.

For those who contact the Society for the first time on or after 25 May 2018 to request delivery of the newsletter by email, this will indicate their consent to the use of their email address to receive the newsletter by email (and the use of their postal address to assist our distributors).

No information other than the Society's newsletters, or information about the Society, will be sent to any of our email recipients.



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5. Who we share your information with

Your personal data will be treated as strictly confidential. Apart from the distribution of the Society's newsletters and (as relevant) the uploading of the newsletter to our website, we will not share your personal data with anyone else (unless required to by law).

Fasthosts provides a secure website and email hosting service in the UK.

6. Links to other websites

The Society's website and its newsletters contain links to third-party websites. Clicking on those links may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their own privacy policies. We encourage you to read the privacy notice of the websites you visit.

7. No cookies

The Society's website does not use cookies.

8. Keeping your information secure

We have appropriate security measures to protect personal data from destruction, loss, alteration, or unauthorised disclosure or access. Access to the email hosting service is by means of a password protected login used only by the newsletter editor.

9. How long we keep your information

We will only keep your information for as long as you wish to receive our newsletters by email or to advertise through the Society.

10. Your right to object

You have a right to object to our processing of your personal data based on our legitimate interests. You may exercise this right at any time by emailing the newsletter editor at l.lindsay@eastcoker.com.

11. Your other rights

You have the right to:

- **Request access.** You can ask us for a copy of the personal information that we hold about you.
- **Request correction.** You can ask us to correct any mistakes in your personal information that we hold.
- **Request erasure.** You can require the erasure of your personal information that we hold in certain situations (the right to be forgotten).
- **Request restriction of processing.** You can ask us to restrict our processing of your personal information in certain circumstances.
- **Request data portability.** You can ask us to transfer the information you gave us to another organisation in certain circumstances.
- **Withdraw consent** where we are relying on your consent to process your personal information. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

There are some exceptions to these rights. For further clarification of your rights, please visit the Information Commission Office's website [here](#).

You are not required to pay any fee for exercising your rights, except that we may charge a reasonable fee where requests are manifestly unfounded or excessive. We have one month to respond to you.



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12. Getting in touch about your rights

If you would like to exercise your right to withdraw consent (where we are relying on your consent), you can email the newsletter editor at l.lindsay@eastcoker.com. If you would like to exercise any of your other rights listed in paragraph 11 above, please email the Secretary as indicated in paragraph 3 above.

13. Complaints about how we handle your information

If you believe we have broken your data protection or privacy rights, you can complain to us direct by using the Secretary's contact details at paragraph 3 above. If you are not happy with our response, you have the right to take your complaint to the Information Commissioner:

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

Helpline 0303 123 1113

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

14. Changes to this privacy notice

We'll amend this privacy notice from time to time to make sure it is up to date and accurately reflects how and why we use your personal information. The current version of our privacy notice will always be accessible via the Society's website. If we make significant changes to the way we treat your personal information, we will notify you directly.

East Coker Society
Last updated 23 June 2018