

# Data Privacy Notice

MLP021

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The Manchester Literary and  
Philosophical Society  
A company limited by Guarantee  
and registered in England No. 9330  
Registered Charity No. 235313

## **Summary of changes since previous version**

Minor updates to the list of data collected from members.

Added list of data collected from non-members.

## **Distribution**

### *For comment:*

Council, office staff

### *For information:*

Sections

# Data Privacy Notice

## 1. Your Personal Data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by information alone, or in conjunction with any other information in the data controller's possession, or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

## 2. Who is the data controller?

Manchester Literary & Philosophical Society ('Lit & Phil') is the data controller. This means that the Society (through the Council of the Society) decides how your personal data is processed and for what purpose. The Lit & Phil is a registered charity.

## 3. How do we process your personal data?

The Lit & Phil complies with its obligations under the 'GDPR' by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes; -

- To keep an up-to-date membership list
- To enable our staff to communicate with the Lit & Phil members as effectively as possible
- To inform you of new events, lectures and any other activities administered by the Lit & Phil
- To maintain our own accounts and records (including the processing of Gift Aid applications)
- To occasionally inform members about events in similar organisations

## 4. What data do we collect from you, and why?

### a. Data collected from members

- Name, including title, postal address, email address, telephone number(s) – to keep in touch with you

- Date of birth – to keep an accurate profile of our members
- Names and email addresses of guests of members – so that the Lit & Phil can communicate regarding any late changes in event details (data deleted after the individual event)
- b. Data collection from non-members
  - Name and email address to communicate regarding any late changes in event details (data deleted after the individual event, unless you have consented to join our public mailing list)

## 5. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that the Lit & Phil can keep you informed about news, events, activities and services, and process your Gift Aid donations.
- Processing is carried out by a not-for-profit body, such as ourselves, provided that (a) the processing relates only to members, or former members (or those who have regular contact with it in connection with those purposes) and (b) there is no disclosure to a third party without consent.

## 6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will only be shared with other members of the Lit & Phil in order to carry out a specific service to other members, or for purposes connected with the Lit & Phil. We will only share your data with a third party outside of the Lit & Phil with your consent.

## 7. How long do we keep your personal data?

We keep data in accordance with the [full GDPR policy of the Lit & Phil](#). Specifically, we retain your membership data while it is still current, and for a minimum of six years after you cease to be a member. For Gift Aid declarations and any associated paperwork, data is kept for 6 years after the calendar year to which it relates.

## 8. Your rights and personal data

Unless you, the data subject, have exemption under the GDPR, you have the following rights with respect to your personal data –

- The right to request a copy of your personal data which the Lit & Phil holds about you
- The right to request that the Lit & Phil corrects any personal data if it is found to be inaccurate or out of date

- The right to request your personal data is erased when it is no longer necessary for the Lit & Phil to retain such data
- The right to withdraw your consent to the processing at any time
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint to the Information Commissioner's Office

## **9. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then the Lit & Phil will provide you with a new notice explaining this new use, prior to commencing the processing, and setting out the relevant purposes and processing conditions. Where and whenever necessary, we shall seek your prior consent to the new processing.

## **10. Contact details**

To exercise all relevant rights, queries or complaints please in the first instance contact the administrative staff at the address at the top of this notice, and they will pass any such queries to one of the senior Lit & Phil Council Officers.

You can contact the Information Commissioner's Office on 0303 123 1113, or via email at [ico.org/global/contact-us/email](https://ico.org/global/contact-us/email) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.