



DORKING SOCIETY

Privacy Notice

This page sets out the details of the Dorking Society's privacy notice in relation to information collected about you.

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1. General information

The Dorking Society is committed to caring for the town of Dorking and the surrounding villages and its heritage. It does this by running Dorking Museum & Heritage Centre, (through which it runs guided walks, cave tours, educational and community activities as well as caring for extensive archive, photographic and artefact collections); running Dorking Local History Group, (which offers lectures and history-based outings to members), and through the activities of its Planning, Conservation and Community team which monitors local planning issues and campaigns to preserve and improve the local environment.

This Privacy Notice sets out how and why we use the personal data you provide to us, which will differ depending on how you interact with us. Please read the sections that apply to you.

Who are we?

The Dorking Society
62 West Street
Dorking
Surrey
RH4 1BS

We are a registered charity under Registered Charity Number 1107459.

Retention periods

We will only ever collect the information we need. When we ask you to provide your personal information we will let you know why we are asking and how we will use your data, by directing you towards this notice.

We hold your information only as long as necessary for the purpose it was collected. If you decide not to support the Dorking Society any more or request that we have no further contact with you, we will keep some basic information in order to avoid sending you unwanted communications in the future.

2. If you visit our museum, exhibitions or book tickets for events

What we collect...

We may collect your name, postal address, email address and phone number

Why

If you sign up to Gift Aid we are required to obtain your name and postal address

To send you your tickets or booking confirmation

We may need to contact you if there is a change to an activity you have booked for

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum and the Dorking Society.

To buy a ticket for an exhibition or event we require these details to process the sale.

Legal Bases

It is a legal requirement for this process.

This is required for the contract (sale of the product or service)

This is required for the contract (sale of the product or service)

We will only send you these communications via email if we have your consent to do so

This is required for the contract (sale of the product or service)

Bank details



We do not receive or retain these details if you pay online or via a Ticket desk.

Any information you provide to us over the phone will be securely destroyed.

Car registration numbers
(Local History Group meetings only)

To ensure that no parking tickets are issued to attendees at Local History Group meetings. Any details provided will be destroyed the day after the meeting.

This is required by our parking provider (Waitrose, Dorking)

3. If you become a Member or are given a gift Membership

What we collect...

We may collect your name, postal address, email address and phone number

Why

To contact you regarding your Membership, provide you with your Membership benefits including the members' magazine.

Legal Bases

This forms part of the Terms and Conditions of your Membership contract with us.

If you sign up to Gift Aid we are required to obtain your name and postal address

It is a legal requirement for this process.

Bank details	<p>We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum or the Dorking Society.</p> <p>To allow us to set up your standing order, or process your payment.</p>	<p>We will only send you these communications via email if we have your consent to do so.</p> <p>This is required for the contract (sale of the product or service)</p>
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If you buy a Gift Membership

If you sign up to Gift Aid we are required to obtain your name and postal address. It is a legal requirement for this process.

What we collect...	Why	Legal Bases
<p>We may collect your name, postal address, email address and phone number</p> <p>Bank details</p>	<p>To contact you in relation to membership you are purchasing as a gift.</p> <p>We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum or the Dorking Society.</p> <p>To allow us to set up your standing order, or process your payment.</p>	<p>This forms part of the Terms and Conditions of the Membership contract with us.</p> <p>We will only send you these communications via email if we have your consent to do so.</p> <p>This is required for the contract (sale of the product or service)</p>

4. If you are a Gift Shop or online Shopping Customer

What we collect...

We may collect your name, postal address, email address and phone number

Bank details

Why

To provide you with the products you purchase

We require these details to process the sale. We do not receive these details if you pay online or by card in our Gift shop. Any information you provide to us over the phone will be securely destroyed.

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum and the Dorking Society

Legal Bases

This is required for the contract (sale of the product or service)

This is required for the contract (sale of the product or service)

We will only send you these communications via email if we have your consent to do so

5. If you are an E-newsletter subscriber

What we collect...

We may collect your email address and communication preferences

Why

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum and the Dorking Society

Legal Bases

We will only send you these communications via email if we have your consent to do so

If you consent to receive information by email, your email address and communication preferences are held by MailChimp, which is the email marketing system we use to send out our e-newsletters, and they are used only for the purpose of sending you these communications.

You can choose to opt out of these marketing communications at any time by contacting us at info@dorkingsociety.org.uk for Society mailings, or admin@dorkingmuseum.org.uk for Museum mailings, or by using the unsubscribe link at the bottom of every e-newsletter.

6. If you make a financial donation to Dorking Museum or to the Dorking Society

What we collect...

We may collect your name, postal address, email address and phone number

Why

If you sign up to Gift Aid we are required to obtain your name and postal address

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum or the Dorking Society.

Legal Bases

It is a legal requirement for this process.

We will only send you these communications via email if we have your consent to do so.

7. If you volunteer with us

What we collect...

We will collect your name, postal address, email address and phone number, details of your occupation, skills and previous employment, and a confidential statement of health and medical conditions where relevant

Why

To contact you during the recruitment process and to undertake necessary suitability checks.

Legal Bases

This forms part of your volunteering agreement with us.

We will retain your personal data for the period that you volunteer with us and for a period of one year after your volunteer role has terminated.

So that we can communicate with you and support you in your volunteering with us and so that we can defend any claims arising from the recruitment process and provide a reference if required at a later date

This is necessary for compliance with our safeguarding obligations and in order to establish our legal rights to bring or defend claims.

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum or the Dorking Society.

We will only send you these communications via email if we have your consent to do so.

8. If you work with us on an exhibition, event, or agree to speak at the Museum or Local History Group meeting

What we collect...

We may collect your name, postal address, email address and phone number

Why

To contact you to confirm arrangements for your participation.

Legal Bases

This is a necessary part of the legal contract for the provision of these services.

9. If you enter a competition

What we collect...

We may collect your name, postal address, email address and phone number

Why

To contact you if you win

We would like to keep you up to date with news about our work, events, products, special offers and ways of supporting Dorking Museum or the Dorking Society.

Legal Bases

On the basis of legitimate interests – to contact you if you win.

We will only send you these communications via email if we have your consent to do so.

We will destroy your personal data after the competition has closed unless you have expressly chosen to opt-in to our email list. See Section 5.

10. If you visit our website

In order to make the Dorking Society website, or the websites of Dorking Museum and Dorking Local History Group, easier to use and improve our service, we sometimes place small amounts of information on your computer. These are known as cookies and they are used by most major websites.

11. Managing our collections

We hold personal data in order to manage the collections of Dorking Museum.

What we collect...

We may collect your name, postal address, email address, phone number.

Why

To record the details of disposals from and gifts, purchases and loans to our collections

Legal Bases

It is necessary for us to carry out our Public Task or exercise our official authority as a Museum and it is a legal requirement for this process.

To record and manage details of makers/creators of items (such as photographs, artwork, oral history or talk recordings) in our collections and subjects of oral history and photographs in our collections

It is necessary for us to carry out our Public Task or exercise our official authority as a Museum

To enable us to lend items to other institutions or researchers

It is necessary for us to carry out our Public Task or exercise our official authority as a Museum and it is a legal requirement for this process.

To ensure that we comply with copyright legislation when providing copies of items in our collections

This is a legal requirement for this process

To undertake object conservation and/or scientific analysis (for outside agencies)

This is a legal requirement for this process and forms part of the Terms and Conditions of your contract with us.

12. Sharing information

We do not disclose personal data to any third parties or external organisations. We retain responsibility for your data and ensure that these organisations only act on our instructions.

We may occasionally need to transfer your personal information overseas, for instance to our email marketing provider, MailChimp. We ensure any transfers of data are secure, in accordance with best practice, and in compliance with the General Data Protection Regulation.

Your data will never be sold or passed to any third party for any other purpose.

13. Legitimate interests

We have a number of legal bases that mean we can use (or 'process') your personal information. One basis 'Legitimate Interests', which means we can process your personal information if:

- We have a genuine and legitimate reason
and
- We are not harming any of your rights and interests.

The following is an example of when and why we would use this approach in our work:

- Direct Marketing: We will send postal marketing and fundraising requests which further the aims and objectives of Dorking Museum or the Dorking Society.

When we process your personal information for our legitimate interests, we will consider and balance any potential impact on you and your rights under data protection and any other relevant law. Our legitimate business interests do not automatically override your interests.

14. How we update, screen and analyse your information

We continuously review records of supporters to ensure your data is as accurate as possible. For example, we may consult alternative sources in order undertake these checks for wealth screening, data cleaning or analysis, such as:

- Royal Mail National Change of Address database (NCOA)
- BT Operator Services Information System (OSIS)
- Companies House and other company information databases
- Charity Commission
- Any other publicly available sources.

You can opt-out of your data being utilised for these purposes simply by contacting info@dorkingsociety.org.uk

15. How we keep your information secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification.

All our volunteers and data processors, who have access to and are associated with the processing of personal data, are legally obliged to respect the confidentiality of the personal data that we hold.

16. Your Data Protection Rights

Under data protection laws which took effect in May 2018, you have rights in relation to your personal data. These rights are:

The right of **access**: you have the right to know whether we are processing any of your personal data. If we are, you have the right to access the data and certain information, such as why we are processing the data

The right of **rectification**: you have the right to ensure that we correct inaccuracies in your personal data that we are processing

The right of **erasure** (the 'right to be forgotten'): in certain situations you have the right to ensure that we erase your personal data

The right to **restriction** of processing: in certain situations you have the right to ensure that we restrict our processing of your personal data

The right of **data portability**: in certain situations you have the right to receive personal data that you provided to us in a structured, commonly used and machine-readable format

The right to **object**: in certain situations you have the right to object to our processing of your personal data and we are normally obliged to stop processing your data when requested. This right includes the right to object to our processing of your personal data for the purposes of direct marketing

The right to **complain**: you have the right to [make a complaint to the UK Information Commissioner's Office](#) (ICO) about our processing of your data, the exercise of your rights, and other data protection matters

The right to **withdraw consent**: you have the right at any time to withdraw your consent for us to process your personal data.

These rights are not absolute and may not apply in all situations or in relation to all processing activities.

Requests to exercise any of these rights should be sent to:

The Dorking Society

Dorking Museum & Heritage Centre
62 West Street
Dorking
Surrey
RH4 1BS

Email: info@dorkingsociety.org.uk

At any time you may request that we delete or correct your personal information by simply contacting info@dorkingsociety.org.uk

17. Changes to this Privacy Notice

We regularly review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them. This privacy notice was last changed on 28th February 2019.

18. How to contact us

To contact us:

The Dorking Society

Dorking Museum & Heritage Centre
62 West Street
Dorking
Surrey
RH4 1BS

Email: info@dorkingsociety.org.uk

If you have any comments on our Privacy Notice, or information we hold about you please contact us:

- By email to info@dorkingsociety.org.uk
- or write to us at Privacy Notice, The Dorking Society, Dorking Museum & Heritage Centre, 62 West Street, Dorking, Surrey, RH4 1BS

You have the right to make a complaint directly to the [UK Information Commissioner's Office](#) (ICO), which is the data protection supervisory authority in the UK.

Review and amendment: 13th May 2019