



HORSHAM SOCIETY

Privacy Statement

When you request information from or apply to become a member of the Horsham Society, the Horsham Society obtains information about you. This statement explains how we look after that information and what we do with it.

We have a legal duty under the Data Protection Act to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Normally, the only information we hold comes directly from you. Whenever we collect information from you, we will make it clear which information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to. We store your information securely in our manual records system as well as in selected computer data sets. We restrict access to those who have a need to know and members, who handle the information, are trained in handling it securely.

We shall only contact you concerning information that you might expect to receive from us, such as the regular Newsletter.

We will not pass any of the information that we hold to any outside organization, unless we are obliged to in law.

You have the right to a copy of all the information that we hold about you, save for anything which we might be obliged to withhold because it concerns other people. To request a copy, send an E-mail in the first instance to the Data Protection Officer at chairman@horshamsociety.org. No such requests can be dealt with by telephone.

If you are not currently a member of the Horsham Society, there will be a charge of £10 for checking what information exists and providing any such information to you. We aim to reply as promptly as we can and, in any case, within the legal maximum of 40 days.

Updated 1st February 2013