

## Burney Society (UK) Privacy Statement

The Burney Society (UK) takes the privacy of our members' data seriously and the information that you provide will be stored and accessed only by Burney Society UK Committee members in relation to their roles on the Committee. We will not share your data without your express permission.

### What data do we collect?

Basic personal data - your name, postal address, email address and contact telephone number(s)

Financial personal data – we record the date and amount of the membership subscription paid, and other payments and receipts.

Sensitive personal data – we may also record, and pass on to directly involved providers, trip-specific data such as dietary requirements.

### How do we use your data?

#### The Treasurer and Membership Secretary will use your data to:

- process your application to join the Burney Society UK
- communicate with you about your membership
- record financial transactions with the Society
- maintain the accounts of the Burney Society UK.

#### The Secretary will use your basic personal data to:

- distribute copies of the *Burney Society UK Newsletter*, *The Burney Letter*, *The Burney Journal* and other relevant materials
- communicate with you on administrative and other matters related to the Society
- respond to emails from you, including general queries and matters related to trips, meetings, conferences, and Annual General Meetings

#### The Chair will use your basic personal data to:

- respond to emails from you concerning the overall running of the Society
- communicate with you on Burney Society UK matters, etc.

Other Committee members may require access to one element of your data

### Security

We are committed to ensuring that your information is secure. All data is password protected to prevent the loss, misuse, and alteration of the personal data under our control.

**Our Society Website** <https://burneysociety.uk> is protected by a SSL License.

When you use our website, we may collect information about you, in particular your IP (Internet Protocol) address, by using cookies. This information will be used to assist use of the website.

Our website might include links to other websites. If you follow links to other websites please review the privacy policy for each site because we are not responsible for information you share on those sites.

### **Your rights**

You are entitled to ask for a copy of all the information we hold about you and have any inaccuracies in your information corrected. To obtain a copy of this information, if your personal details change or if you have a query or comment about the way we use your personal data, please let us know by emailing us at [ukburneysociety@gmail.com](mailto:ukburneysociety@gmail.com).

### **Changes to the privacy statement**

This privacy statement may change and therefore we advise you to review it regularly. We will of course notify you of any changes where we are required to do so.

The **Burney Society UK** is the Data Controller for the purpose of the EU General Data Protection Regulation and the Data Protection Act 2018.