

YHACS – Privacy Policy

Membership of YHACS (the Association) is open to civic and amenity societies and to individuals. To administer the business of the Association effectively, YHACS needs to collect and store personal data about:

- individual members of YHACS;
- people who act as contact point between YHACS and our member societies;
- our partners and associates; and
- those people who have asked to join our email distribution lists.

This policy statement sets out how we use such personal data and what your rights are as an individual.

YHACS takes all reasonable steps to ensure that the personal data it collects about its members is treated confidentially.

What is ‘personal data’?

In this context, personal data is any information about you which allows us to identify you.

Where you have provided it, YHACS keeps the following personal data about you:

- Your name and title
- Your current and any previous address
- Your phone number and/or mobile phone number
- Your email address
- Your membership of one or more of our member societies or organisations
- Details of membership subscriptions and any other payments you (or your society) have paid to YHACS. We may also keep details of any bank account you have provided where it is necessary for us to do so
- Details of any Gift Aid authorities you may have signed as an individual member of YHACS or donations you may have made as an individual
- Details of any events organised or facilitated by YHACS that you may have attended
- Details of any dietary requirements you have told us about when booking events where food is served – we usually only keep this information in the run up to an event and we will need to pass the information on to the establishment at which the event is being held.
- In addition, we may have retained emails that you have sent us regarding, for example, your society’s membership of YHACS, to book events or to ask questions about YHACS and its activities.

How is ‘personal data’ stored?

Personal data is stored on laptops operated by members of the YHACS committee on a need to know basis. Data is encrypted and password protected and regularly backed up, both on a stand-alone hard drive and ‘in the cloud’: we have a commercial arrangement with a supplier (Box) to store our records on their servers. Box is an international company with its headquarters in the USA but with a London office. While we cannot be responsible for their actions, they have provided assurances to their customers that they will comply with the data protection legislation.

Some of our records, such as membership forms and Gift Aid authorities, may also be retained in paper format when they will be held securely by the Treasurer.

We keep personal data for as long as we deem necessary within the remit of the legislation. Membership records and Gift Aid authorities will be retained for as long as you or your society is a member of the Association. We may also need to keep financial information for a period of six financial years after the end of the financial year in which the transaction occurred so that we can respond to any enquiries from HMRC about our income or applications for Gift Aid.

Your rights

You have a right to ask us to tell you what information we hold about you at any time. You can do this by emailing us at info@yhacs.org.uk.

You also have the right at any time to correct any information we hold about you which is incorrect or out of date but, to help us keep our records up to date, we ask you to notify us promptly of any changes in your details.

You have a right to cancel your membership at any time and ask for your details to be removed from our mailing lists. Please note that we may need to keep details of payments you or your society have made to us (and what for) even after your membership ends as explained above.

How we will use your information

When you join YHACS, we will ask you to complete a membership form on which you will be asked to indicate your preferences for how we should contact you.

We will then confirm your membership and then remind you when your subscription is due on an annual basis while you remain a member.

Subject to any preferences you have expressed, we will also send you information about our activities unless you ask us to stop. This will include our quarterly newsletters, occasional news bulletins and other emails to tell you about our events and activities. We will also send you information about events organised by others within the movement such as Civic Voice and member societies, and events and activities organised by other organisations which we think will be of interest (for example, events organised by Historic England).

We will usually contact you by email but we may occasionally need to get in touch with you by telephone where you have given us authority to do so. For example, we may need to discuss events or activities that we are working with you on, or to alert you to late changes in plans for events that you have booked to attend.