

Privacy Notice for Subterranea Britannica

Subterranea Britannica ('Sub Brit') holds and processes personal data about members and others who participate in our events. In doing so, we comply with relevant data protection legislation.

What we do with your data

We collect and process personal data in order to perform our legal duties in administering Sub Brit, both as a registered charity and as a not-for-profit company. We also use the data to contact members to keep them updated with Sub Brit's activities.

This includes:

- * notifying members of AGMs and EGMs with associated documentation
- * posting of printed material such as our magazine
- * communicating news, conferences, visits and other events to members
- * providing support data in support of Gift Aid claims.

Capture of data

The data we hold is supplied by individuals on joining Sub Brit or booking for events. Most members enter this data themselves but for those without online access, it is done by our Membership Secretary or another Committee member.

What data is processed?

The data we hold about you includes (but is not limited to):

- * Full name
- * Postal and email addresses
- * Phone number
- * Gift Aid declaration
- * Payments made to Sub Brit
- * Events booked
- * Preferences for events (eg dietary requirements).

On occasion, where required by the landowner (eg UK Government) for particular visits, additional details may be held including nationality, age and identity information. These details are deleted after the trip has taken place.

Who else processes your data?

Sub Brit does not pass or share personal data with anyone else for promotional or marketing purposes. We may provide to, store and process your information using carefully selected providers, in order to deliver our obligations. Examples of these service providers include our mailing house, accountants, technology providers and payment processors. Details of Gift Aid declarations will be passed to HMRC to support Gift Aid claims.

We may pass the names and other details (such as identity information) of attendees to hotels and site owners in order to facilitate Sub Brit visits. Selected contact details may be circulated to fellow attendees on a Sub Brit trip to facilitate coordination and transport arrangements.

Our Membership Secretary, Treasurer and other Sub Brit Committee Members have access to personal/membership data in order to run the charity. Personal data that members place themselves on our Members' Forum will be visible to other members.

Storage and retention of data

Personal data is stored in any country where Sub Brit has service providers. We make every effort to ensure that the systems we use are secure and, where necessary, encrypted.

Personal data is only retained when it is needed to service members or comply with the law. Where financial information or Gift Aid declarations are held then the retention period is seven years, to comply with taxation law.

On occasion selected personal data may be downloaded or printed for use at a specific event (eg for registration or security clearance). Where this is the case, such copies will be deleted as soon as their purpose has been served.

Protection of data

Sub Brit makes every effort to ensure personal data is secure and protected. 'Data Protection' is a regular agenda item at Committee Meetings.

We do not have a specific post of Data Protection Officer but their duties are carried out as part of the Membership Secretary's role.

In the event of a personal data breach (a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.) then an assessment will be made of the likelihood and severity of the resulting risk to people's rights and freedoms. If it's likely that there will be such a risk then the Information Commissioner's Office will be notified within 72 hours.

Your rights

You have the right to obtain access and make corrections to your personal data and this can be done using our membership and other systems. You may also request that personal data is deleted but, if we do not hold the data we need to administer your membership of Subterranea Britannica, this may unavoidably cause the termination of your membership. If you do not have online access to our membership system then you can exercise these rights by emailing membership@subbrit.org.uk or by writing to us at our registered office.

Complaints

If you are not satisfied with how we have handled your personal data you can complain. Please contact us at membership@subbrit.org.uk or at our registered office if you wish to make a complaint.

If you are not satisfied with our response to your complaint or believe that our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

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