



Data Protection Policy

1. Introduction

The CNHS collects limited amounts of personal information about members, NatHistFest/Conversazione exhibitors, speakers and attendees at meetings and events. The information it collects is limited to:

- Names
- Email addresses
- Postal addresses
- Phone numbers
- Banking details for standing orders
- Event attendance

2. We fairly and lawfully process personal data

The CNHS will only collect data where lawful and where it is necessary for the legitimate purposes of the group.

- A member's name and contact details will be collected when they join the CNHS, and will be used to contact the member regarding CNHS membership administration and activities. Other data may also subsequently be collected in relation to their membership and attendance, including on their payment history for subscriptions.
- The name and contact details of Council members will be collected when they take up a position, and will be used to contact them regarding matters relevant to the Council, including administration of the Society.
- The name and contact details of exhibitors and potential exhibitors will be collected when they enquire about participation at a NatHistFest/Conversazione, and will be used to contact them regarding administration of that event.
- The name and contact details of potential speakers and other persons in related areas may be collected.

3. We only collect and use personal data for specified and lawful purposes

When collecting data, the CNHS will explain to the subject why the data is required and what it will be used for, e.g. when invited to join the CNHS, the application form states:

“Personal details provided by you on this form will be used to send you information for CNHS administration, e.g. meeting details, subscription payments, and other items of interest or relevance to your membership. Your information may be shared with other members of the CNHS for this purpose. We will not pass on your details to third parties. The CNHS data protection policy is available on its website.”

We will never use data for any purpose other than that stated or that can be considered reasonably to be related to it. For example, we will never pass on personal data to third parties without the explicit consent of the subject unless required by law or regulation.

4. We ensure any data collected is relevant and not excessive

The CNHS will not collect or store more data than the minimum information required for its intended purpose.

5. We ensure data is accurate and up-to-date

We will not directly ask people to confirm their data; this is because the primary information we hold is members' email addresses or postal address, to which the CNHS Programme is sent to them throughout the year. If the address used is incorrect, we rely on the member in question to contact us to correct the information.

Any individual will be able to update their data at any point by contacting the Data Controller.

6. We will keep your data

The CNHS will keep data on individuals indefinitely for historical/archival purposes, and for so long as there is a legal requirement to keep records.

7. We process data in accordance with individuals' rights

The following requests can be made by members and exhibitors in writing to the Data Controller:

- They can request to see any data stored about them. Any such request will be actioned within 30 days of the request being made.
- They can request that any inaccurate data held on them is updated. Any such request will be actioned within 30 days of the request being made.
- They can request to stop receiving any publicity communications. Any such request will be actioned within 30 days of the request being made.
- They can object to any storage or use of their data that might cause them substantial distress or damage or any automated decisions made based on their data. Any such objection will be considered by the Council, and a decision communicated within 30 days of the request being made

8. We keep personal data secure

The CNHS will ensure that data held by us is kept secure.

- Electronically-held data will be held within a password-protected and secure environment
- Physically-held data (e.g. attendance or email sign-up sheets, membership forms) will be stored in a location that is not ordinarily accessible by the public
- Access to data will only be given to relevant Council members where it is clearly necessary for the running of the group.
- The CNHS will not transfer data to countries outside the European Economic Area (EEA), unless the country has adequate protection for the individual (e.g. USA).

9. Roles and responsibilities

The Data Controller for the CNHS is the Membership Secretary. They, together with the Council are responsible for why data is collected and how it will be used. Any enquiries relating to the collection or use of data should be directed initially to the Data Controller, membership@cnhs.org.uk

Everyone who has access to data as part of the CNHS has a responsibility to ensure that they adhere to this policy document.