

## Highgate Society Privacy Policy

At the Highgate Society, we are committed to protecting and respecting your privacy. This policy explains when and why we collect personal information, how we use it, and how we keep it secure. It applies to our members, supporters, event attendees, website users, and anyone else who engages with our activities.

For any questions, contact us at:

Secretary, Highgate Society, 10A South Grove, London N6 6BS

Email: [secretary@highgatesociety.com](mailto:secretary@highgatesociety.com)

### 1. What this Policy Covers

This policy outlines how the Highgate Society collects, uses, and stores your personal data. The Highgate Society is the data controller of your personal information, as defined by UK data protection law (UK GDPR and Data Protection Act 2018).

### 2. What Personal Data We Collect and Why

We may collect the following information:

- Your name and contact details (email, phone number, address)
- Your communication preferences
- Information you provide when you engage with our activities (e.g. event registration, volunteering, membership)
- Any correspondence you send to us
- Website usage information (e.g. via cookies or tracking pixels)

We use your data to:

- Share news and information about our work
- Manage your relationship with us (e.g. membership, volunteering, event bookings)
- Improve the content and functionality of our website and communications
- Respond to enquiries or feedback

We do not collect or store any “special category” data (e.g. health status) and we do not sell or share your information with third parties for marketing purposes.

### 3. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- Consent – when you sign up for emails or give permission for a specific purpose
- Legitimate interests – to manage and promote our activities as a civic society or for purposes related to event bookings or membership
- Legal obligation – when required by law

### 4. Communications and Your Preferences

We may send you emails about local news, events, or campaigns if you have given us your contact details. You can unsubscribe at any time by clicking the unsubscribe link in our emails or by contacting [newsletter@highgatesociety.com](mailto:newsletter@highgatesociety.com).

We use third-party providers such as Mailchimp to manage email delivery. We ensure these providers are required to protect your data under data protection law.

### 5. Use of Cookies

Our website may use cookies or similar technologies to collect anonymous usage data. This helps us understand how visitors use our site and improve the experience. Cookies do not identify you personally.

You can disable cookies through your browser settings.

### 6. Data Sharing and Security

Your personal information is only accessed by authorised individuals within the Highgate Society. Where we use third-party services (such as email platforms or event booking systems), we ensure they are compliant with UK data protection law.

We do not transfer your data outside the UK. If this becomes necessary, it will be done in accordance with the UK GDPR.

We may disclose your personal data if required by law.

### 7. How Long We Keep Your Data

We only retain your personal data for as long as necessary for the relevant purpose.

Specific retention periods include:

- Mailing list data: until you unsubscribe or opt out
- Correspondence or campaign submissions: only for as long as needed to address your query or support the campaign

## 8. Your Data Rights

You have the following rights under data protection law:

- Access – to request a copy of your personal data
- Rectification – to correct inaccurate or incomplete data
- Erasure – to request we delete your data (where appropriate)
- Restriction – to ask us to limit processing of your data
- Objection – to processing based on legitimate interests
- Data portability – to receive your data in a reusable format

To exercise your rights, email [secretary@highgatesociety.com](mailto:secretary@highgatesociety.com) or write to the Secretary at our postal address. We aim to respond within one month.

## 9. Children Under 16

If you are under 16, please get permission from a parent or guardian before providing any personal information.

## 10. Complaints

If you have concerns about how we process your personal data, please contact us in the first instance. You also have the right to complain to the Information Commissioner's Office (ICO) at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<https://ico.org.uk>)

## 11. Review of this Policy

We keep this policy under regular review.

Last updated: May 2025