

THE NEW MEDWAY STEAM PACKET COMPANY LTD
(TRADING AS THE MEDWAY QUEEN PRESERVATION SOCIETY)

PRIVACY NOTICE

Introduction:

This privacy notice describes how the Medway Queen Preservation Society collects, processes, and stores your personal information and your rights under the new General Data Protection Regulations 2018. We take your privacy seriously and will endeavour to meet our obligations to the best of our ability.

Identity and Contact Details:

The Controller of the data is the New Medway Steam Packet Company Ltd, trading as the Medway Queen Preservation Society (“the Society”) which is a charitable limited company Registered under No 2100358 Charity No. 296236 and whose registered address is Medway Queen Preservation Society, Pier Approach Road, Gillingham Pier, Gillingham, ME7 1RX.

The Society has not appointed a Data Protection Officer under the GDPR as its Directors/Trustees are collectively responsible for its obligations. Your data is processed by the Society’s Membership Secretary acting in a voluntary capacity on behalf of the Society and can be contacted at membership@medwayqueen.co.uk, or in writing to: The Medway Queen Preservation Society, Pier Approach Road, Gillingham Pier, Gillingham, ME7 1RX

What Personal Details do we hold and Why:

- The Society may hold the following details-
 - Name and home address
 - Telephone numbers and email address
 - Type of Membership
 - Subscription Details
 - Gift Aid Declarations
 - Volunteer Details
 - Payment and delivery details for purchases
- Your personal details are retained by us-

In order to effectively administer your Membership of the Society.

To provide you with relevant information regarding the Society, up and coming events, and to provide you with a copy of our Full Ahead Magazine together with any further information which we feel may be of interest regarding the Medway Queen.

And to provide services or products which you have requested from us.

Retention Periods:

Your personal information will be held securely by the Society for a period of six years from the date of your last Membership renewal or financial transaction.

Information Sharing:

The Society will not pass your personal details to other organizations without your consent, unless under a legal obligation to do so.

Your Rights:-

- You have the right to choose how you wish to be contacted by the Society.
- You have the right to access, correct, and to have your details removed from the current members' data base free of charge.
- You also have the right to complain to the Society (see above for contact details) and to the Information Commissioner at www.ico.org.uk.

Data Sources

The primary source for gathering your personal information is from Membership Application Forms, which can be received by us either by post, by email, or from our website (www.medwayqueen.co.uk). Other points of collection may be in connection with orders placed at our online shop, or when communicating with the Society through the contact link on our webpages.

The Society may, from time to time, employ the services of other parties such as email and website providers for dealing with matters that may include, but are not limited to, payment handling, delivery of purchased items.. The providers of such services do have access to certain personal Data provided by Users of this Website. Any Data used by such parties is used only to the extent required by them to perform the services that medwayqueen.co.uk requests. Any use for other purposes is strictly prohibited. Furthermore, any Data that is processed by third parties must be processed in accordance with the Data Protection Act 1998 and the General Data Protection Regulations 2018.

“Cookies”

Cookies are small text files placed on your computer by medwayqueen.co.uk when you visit certain parts of this Website. This allows us to identify recurring visitors and to analyse their browsing habits within the Website.

07/05/2018