

# Privacy Notice

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## 1. Introduction and General Terms

The Astronomical Society of Haringey (ASH) is committed to protecting your personal information. This Privacy Notice relates to the use of any of your personal information we have a record of.

This Privacy Notice explains the following:

- What information ASH may collect about you
- How ASH will use information we collect about you
- When ASH may use your details to contact you
- Whether ASH will disclose your details to anyone else
- Your choices regarding the personal information you provide to us

ASH is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal information. Your data is stored securely and within the EEA.

The ASH website contains hyperlinks to websites and social media sites owned and operated by third parties. These third-party websites (which may or may not be affiliated with or endorsed by ASH) have their own privacy policies and are also likely to use cookies, and we therefore urge you to review their privacy policies. They will govern the use of personal information you submit when visiting these websites, which may also be collected by cookies. We do not accept any responsibility or liability for the privacy practices of such third-party websites and your use of such websites is at your own risk.

## 2. What information will ASH collect?

When you participate in, access or sign up to any ASH events, memberships or services, we may receive or collect personal information about you. This can consist of information such as your name, email address, postal address, telephone or mobile number and age.

These services include but are not limited to:

- Becoming an ASH member
- Participating in or attending an ASH event
- Participating in or attending an event affiliated with or endorsed by ASH
- Providing your details to ASH in order to obtain assistance, advice, news or other information

If you are the parent or guardian of a child aged under 18 years, we may process limited personal data about you, so you can give consent for the child to access our services. We may use your contact details to communicate with you about the child's membership or use of services.

### **3. How will ASH use the information it collects about me?**

ASH will use your personal information for a number of purposes including the following:

- To provide our services, activities or online content in order to provide you with information about ASH, its activities and related information and to deal with your requests and enquiries;
- To provide you with the most user-friendly membership experience;
- For "service administration purposes", which means that ASH may contact you for reasons related to the service, activity or online content you have signed up for (for example: to provide you with membership or meeting reminders; or to notify you that a particular service, activity or online content has been changed or stopped; or to notify you of updates to our Privacy Notice);
- To contact you about a submission you have made, including any content you provide;

Where ASH proposes using your personal information for any other uses we will ensure that we notify you first.

### **4. When will ASH contact me?**

ASH may contact you:

- In relation to any service, activity or online content you or your child aged under 18 years have signed up for, in order to ensure that ASH can deliver the services;
- In relation to any correspondence we receive from you or any comment or complaint you make about ASH;
- In relation to any contribution you have submitted to ASH, for example by email or in person;
- To keep you informed about ASH via magazines, newsletters or other correspondence distributed by email, at meetings, by post or by other means.

### **5. Will I be contacted for marketing purposes?**

No you won't. We offer regular communications to let you know about ASH. These communications will only relate to ASH and its events, or those affiliated to or endorsed by ASH.

### **6. Will ASH share my personal information with anyone else?**

We will keep your information within ASH. We will not share your information with anyone outside ASH except:

- Where we have your permission;
- Where required as appropriate to fulfil any requests you make;
- Where you have requested to attend, participate in or be informed about an event which ASH has endorsed or is affiliated to, and where provision of your information is required in order for you to receive the services you have requested

Where you have agreed to volunteer for, participate in or attend an event, we will assume you are happy to share your contact details with organisers and other volunteers unless you tell us otherwise.

## 7. How long will ASH keep my information?

We will hold your personal information for the duration of your ASH membership. In the event that you do not renew your membership your information will be kept for six months in order to facilitate easy renewal, and will then be deleted.

You can ask for your data to be deleted at any time.

If you ask for your data to be deleted while you are a member of ASH, your data will be deleted within 30 days, however we will no longer be able to keep in touch with you and your membership will have to end.

## 8. Can I find out what personal information ASH holds about me?

Under the Data Protection Act you have the right to request a copy of the personal information ASH holds about you and to have any inaccuracies corrected. We will use reasonable efforts consistent with our legal duty to supply, correct or delete personal information about you that we hold in our files. Please address requests and questions about this or any other question about this Privacy Notice to:

The Data Protection Co-Ordinator  
The Astronomical Society of Haringey  
12 Ravensdale Avenue  
North Finchley  
London  
N12 9HS  
United Kingdom  
(email: [info@ashastro.co.uk](mailto:info@ashastro.co.uk) )

## 9. Can I delete my data?

You can send a request asking ASH to delete your personal information to:

The Data Protection Co-Ordinator  
The Astronomical Society of Haringey  
12 Ravensdale Avenue  
North Finchley  
London  
N12 9HS  
United Kingdom  
(email: [info@ashastro.co.uk](mailto:info@ashastro.co.uk) )  
Data will be deleted within 30 days of receipt of such a request.

## 10. Changes to the ASH Privacy Notice

This Privacy Notice may be updated from time to time so you may wish to check it each time you provide personal information to ASH. The date of the most recent revisions will appear on this Privacy Notice.

If material changes are made to the Privacy Notice, for instance affecting how we would like to use your personal information, we will provide a more prominent notice (including, for certain services, email notification of Privacy Notice changes).

## 11. Contacting ASH about this Privacy and Cookies Policy

If you any questions or comments about this Privacy and Cookies Policy please contact:

The Data Protection Co-Ordinator  
The Astronomical Society of Haringey  
12 Ravensdale Avenue  
North Finchley  
London  
N12 9HS  
United Kingdom  
(email: [info@ashastro.co.uk](mailto:info@ashastro.co.uk) )