

**M500 SOCIETY**  
**Privacy Notice for Members and Volunteers, Committee**  
**Members and Employees**

The M500 Society is committed to respecting your privacy and to complying with our Data Protection Privacy Notice. This notice explains how we use personal information collected before, during and after your relationship with us in order to comply with the law on data protection and what your rights are as a member and/or volunteer.

Our underlying principle is to only collect, process and share the minimum of data needed to run the Society safely and effectively, and to keep electronic communication to a minimum.

References to **we**, **our** or **us** in this privacy notice are to the M500 Society, which is designated as the Data Controller. Our Data Protection Officer (email address [dpo@m500.org.uk](mailto:dpo@m500.org.uk)) oversees our compliance with data protection laws.

**1. Information held**

When you sign up to become a member and/or volunteer, or apply to attend an event run by us, you may provide us with information from you regarding:

- personal contact details such as name, title, address, telephone numbers and email addresses
- emergency contact details
- bank account details for any payments or refunds
- records of your interactions with us such as telephone conversations, Open University modules emails and other correspondence
- any information included as part of the volunteering application process
- use of our information and communications systems that we allow you to use, IP addresses, user names and other IT identifying information

You have the opportunity to add to this base data by contacting the Membership Secretary at [membership@m500.org.uk](mailto:membership@m500.org.uk). We also update this data through your subsequent contact with us.

This is the minimum information we require to process your membership of the Society, and is processed, with the exception of financial information, under the legitimate interest lawful reason for processing. Financial information is processed under the legal basis for processing.

If you are providing us with details of next of kin, family members and emergency contacts, they have a right to know and to be aware of what personal information we hold about them, how we collect it and how we use or share that information. They have the same rights as set out in Section 10 below.

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*This information is processed under the lawful reason of consent, which you may withdraw at any time by emailing [dpo@m500.org.uk](mailto:dpo@m500.org.uk).*

## **2. Special categories of personal information**

We may also collect, store and use the following 'special categories' of more sensitive personal information:

- information about your health, including any medical condition

In relation to the special category personal data that we do process, we do so on the basis that:

- the processing is necessary for the purposes of safe participation in Society activities
- it is based on your explicit consent

## **3. Where we collect your information**

We collect personal information on members in the following ways:

- primarily through your completion of the registration process for membership or Society events, by means of a completed paper form or electronically
- through completion of paper forms at Society events
- occasionally by specific request, for example for bank information

## **4. Why we hold this information and how we use it**

The information we hold enables us to:

- store records in order to maintain and manage our membership
- arrange and administer your attendance at our events including the Revision Weekend and Winter Weekend
- process your payments to us
- repay any overpayments, refunds, fees or expenses
- send our bi-monthly magazines by post or email
- send information and other communications to you by post or email

When we send you general email communications we will include facilities within the email to unsubscribe from further communications of this type and allow you to amend the details we hold relating to email communication.

Permission is obtained from you to use any images or footage in promotional campaigns.

*This information is held under the lawful reason of consent.*

## **5. How we store your information**

The information is stored in the following ways:

- as hard copies which are held in secure locations
- in electronic files on password protected computers
- in electronic files stored in Google Drive, Mailchimp or Dropbox, all of which are compliant with GDPR

In addition, the minimum of information necessary (mobile number, emergency contact number and essential relevant medical information) will be carried as a hard copy at Society events, kept in secure storage and out of sight where not.

## **6. Email contact**

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We will contact you from time to time via email to:

- inform you about Society events
- let you know about social events and activities of mathematical interest

## **7. How we share your personal information**

The information is shared only for the purpose of carrying out Society activities including:

- personal details including email addresses between Society officials in order to produce mailing lists
- names of authors submitting articles to the magazines
- bank details between Society officials for processing payments
- personal details provided to venues hosting our events for the allocation of accommodation

## **8. How long we keep your information:**

We keep your information for as long as we need it for the purposes for which it was collected, the duration depending on the reason why we collected it from you.

- Personal information relating to Membership and Society events will be kept for a maximum of three years.
- Financial information will be kept for 6 years in accordance with our legal obligations.
- Information on officers will be stored for the lifetime of the Society to form a history of the Society.

## **9. Your rights in relation to personal information**

You have the following rights under GDPR:

- to be informed of how your data is stored and used (see 2 and 3)
- to request a copy of your data in electronic form and details of how it is processed (Article 15), normally provided within one month of request
- to have data corrected if it is inaccurate or incomplete (Article 16) within one month of notification
- to ask for deletion of your data (Article 17: the 'right to be forgotten') such deletion normally to take place within one month of request
- to request a halt on processing if you object to accuracy or purpose pending resolution of the objection (Article 21)
- to object to certain automated decision-making processes using your personal information (Article 22)

If you are a member and request us to remove the information we hold about you, then we will be unable to communicate with you or to send you the magazines that you have subscribed to, and you will cease to be a member. Your data will be deleted securely and permanently.

## **10. Links to other websites:**

We may provide you with links to other websites. We cannot be held liable to you for any issues arising in connection with their content, services or use of your information. We recommend that you review the Privacy Notice on each website in order to understand how they might process your data. Creating a text link from your website to our site does not require permission.

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### **11. Changes to this Notice**

We may update this privacy notice from time to time in which case we will inform you of the changes.

This Privacy Notice sets out a general summary of your legal rights relating to personal information but this is a very complex area of law and more information can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

To exercise any of the above rights please email our Data Protection Officer at [dpo@m500.org.uk](mailto:dpo@m500.org.uk).

*M500 Society Privacy Notice dated 25 May 2018*