

The Oxton Society Privacy Policy

The Oxton Society was founded in 1979 to preserve and enhance the Oxton Conservation area and works in partnership with Wirral Borough Council, local businesses and the community to pursue this objective. The Society is a registered charity in England and Wales (charity number 511130). We process data in compliance with the Data Protection Act 1998 and the EU General Data Protection Regulation 2018.

This privacy notice tells you what you can expect us to do with your personal information if you are a member, customer, supplier or partner.

1. Contact details

membership@theoxtonsociety.co.uk

2. What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Pronoun preferences
- Addresses
- Email addresses

We collect or use the following information to **receive subscriptions, donations or funding and organise fundraising activities**:

- Names and contact details
- Addresses
- Email addresses
- Subscription and donation history
- Tax payer information (for Gift Aid purposes)

We collect or use the following personal information for **service updates or marketing purposes**:

- Names and contact details
- Addresses

We collect or use the following personal information for **research purposes**:

- Names and contact details
- Addresses
- Subscription and donation history
- Tax payer information

3. **Lawful bases and data protection rights**

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR and we use the ‘**legitimate interest**’ as the lawful basis for all the information we collect. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

3.1 Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide services and goods, including delivery** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - provide our members with information about activities and events organised by The Oxtan Society
 - provide our members with information about the services and goods provided by The Oxtan Society
 - keep a record of member relationships with the Society
 - keep a record of our suppliers and partners who help in providing our services and goods, delivering our activities and events and furthering our objectives.

Our lawful bases for collecting or using personal information to **receive donations or funding and organise fundraising activities** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - administer and process membership fees and claim Gift Aid on subscriptions (where appropriate), including generating payment reminders
 - transact with people wanting to purchase services or goods from The Society (eg tickets for events)

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - provide our members with information about activities and events organised by The Oxtan Society
 - provide members with information about our products and services
 - provide our members with a periodic newsletter and history supplement

Our lawful bases for collecting or using personal information for **research purposes** are:

- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Our legitimate interests are:

- invite members to participate in surveys or research initiated by The Society or our partners to further our objectives
- generate aggregate reports about the size and nature of the Society's membership to inform strategic decision making (for example relating to recruitment)

4. Where we get personal information from

Directly from our members (including applicants for membership), customers, suppliers and partners.

5. How long we keep information

For members of The Oxtun Society, we will retain your personal information for as long as you remain a member. We will delete your personal information 3 months after your membership ceases or lapses.

For others purchasing from or supplying goods and services to the Society, we will retain your personal information for a period of up to 7 years, unless you have an ongoing contractual relationship with The Society or accounting practices require us to retain it for longer.

For partner organisations (such as the local authority and others conservation bodies), we will retain your personal information for as long as our partnership remains in place.

6. Looking after your information

We take great care with the personal information that you have provided to us and have taken measures to protect it. Membership information is kept by the Membership Secretary on a bespoke database which is password protected. A backup copy is retained which is only accessible to one other committee member.

We have a directory of other data held by the Society, including where and how it is stored, and how long it will be retained.

For areas of our website which collect personal information we use secure servers.

7. Changes to the Privacy Notice

We will regularly review this Privacy Notice and will update and modify it as necessary. Any changes will be notified to you via e-mail, through an announcement on our website, via our Newsletter or other appropriate means. This notice was last updated in April 2025.

8. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>