Kenilworth History and Archaeology Society

Privacy Notice

Last updated: 5 November 2026

1. Who we are

Kenilworth History and Archaeology Society (KHAS) is a registered charity (number 1215410).

KHAS is responsible for the personal information it collects and uses. This notice explains how we handle that information and your rights under UK data protection law.

It applies to members, including junior members and their parents or guardians; speakers; people attending KHAS outings; and people who contact the Society.

KHAS operates a separate online rota system for Barn Museum volunteers. Personal information held in that system is covered by the Museum Rota Privacy Notice (https://museum.khas.co.uk/privacy).

For questions about personal information, please contact **contact@khas.co.uk**.

2. What personal information we collect

Depending on your involvement with KHAS, we may collect:

Members: Names, postal addresses, email addresses, telephone numbers, membership categories and dates, subscription payments and payment methods.

Junior members: Dates of birth, where necessary to establish eligibility, and relevant parent or guardian contact details.

Speakers: Names, contact details (including telephone numbers where provided), information about their talks, booking history, agreed fees and expenses, and payment details supplied to enable KHAS to make payments.

Outing participants: Names and email addresses used to administer bookings and communicate event arrangements. Telephone numbers may also be collected where necessary. Participants may include members and non-members.

People contacting KHAS: Contact information and any personal information included in their correspondence.

Most information is supplied directly by the person concerned or, for junior members, by a parent or guardian. Speaker details may also be obtained through introductions or publicly available professional information.

We aim to collect only the information reasonably necessary for our activities.

3. How and why we use personal information

We use personal information to:

- Administer membership, subscriptions and renewals.
- Maintain membership records and confirm eligibility for junior membership.

- Send members information about KHAS meetings, outings, newsletters, the Annual General Meeting and Society activities.
- To organise talks, maintain a record of past and future speaker bookings, contact speakers about possible future engagements, and administer fees and expenses.
- Administer outing bookings and communicate arrangements to participants, including non-members.
- Respond to enquiries and correspondence.
- Meet legal, accounting and charity administration obligations.

4. Our lawful bases for processing

UK data protection law requires KHAS to have a lawful basis for using personal information. Depending on the purpose, we rely on:

Contract: To administer membership and provide the membership services requested by members, and to process information necessary for other contractual arrangements.

Legitimate interests: To communicate about Society activities, organise outings and speakers, respond to enquiries, and carry out KHAS's ordinary charitable administration, where these interests are not overridden by individuals' rights and freedoms.

Legal obligation: To maintain accounting records and other records that KHAS is legally required to keep.

Consent: Where we specifically request consent for an optional activity for which consent is the appropriate lawful basis.

Our legitimate interests are in managing the Society effectively and fulfilling its charitable purposes.

Certain information, such as members' contact details, is necessary for us to administer membership. If it is not provided, we may be unable to provide the requested membership service or make particular arrangements.

5. Communications with members

KHAS uses members' contact details to send information about membership, meetings, outings, renewals, the AGM and other Society activities.

Members can ask not to receive non-essential KHAS emails by contacting **contact@khas.co.uk**. We will update their communication preferences accordingly, while retaining information and sending any essential notices where legally required.

We do not use our membership mailing list to promote events organised by other organisations.

6. How we store and protect information

KHAS maintains its main membership records in a password-protected database held locally on the Membership Secretary's computer. This database is accessed through a desktop application and is not directly accessible over the internet.

Membership information is also regularly exported to a spreadsheet stored on the KHAS Google Drive, accessible to authorised trustees and committee members.

Information relating to the organisation of talks, including speakers' contact details, booking history and fees, is maintained in a spreadsheet on the Events Organiser's computer.

KHAS correspondence is handled through its `@khas.co.uk` email accounts, hosted by Active24 (Websupport).

Access to personal information is restricted to trustees and authorised committee members who need it for Society activities and administration. KHAS takes appropriate measures to protect information against unauthorised access, loss or misuse.

7. Sharing information and international processing

KHAS does not sell personal information or provide its membership list to other organisations for their own marketing.

We use service providers, including Active24 (Websupport) for email and Google for cloud storage. These providers may process personal information on KHAS's behalf.

Some personal information may be processed or accessed outside the United Kingdom. Where international transfers occur, KHAS will ensure that they are covered by applicable UK data protection arrangements, including adequacy regulations or appropriate safeguards as required.

Information about the relevant transfer arrangements can be requested from **contact@khas.co.uk**.

We may also disclose information where required by law.

8. How long we keep information

We keep personal information only for as long as reasonably necessary for the purposes for which it was collected, subject to legal and accounting requirements.

Membership records: Membership details are retained as long as the membership continues. Records are reviewed annually, and personal information relating to former members is normally deleted when they have been non-members for more than two years, unless longer retention is necessary for a legitimate or legal reason.

Junior members: Dates of birth are deleted when no longer required for membership eligibility or other necessary administration.

Membership application forms: Paper forms are securely destroyed once the information has been transferred to electronic records.

Outing bookings: Booking lists containing participants' names and contact details are normally deleted shortly after the outing, once they are no longer needed. Related correspondence may remain in KHAS mailboxes and is subject to the email retention arrangements below.

Speakers: KHAS retains records of past and future speaker bookings, including relevant contact details, to help organise its programme and facilitate future engagements. These records are reviewed periodically, and personal information that is no longer required is deleted. Financial records are retained for applicable accounting and legal requirements.

Email correspondence: KHAS mailboxes are reviewed at least annually. Correspondence containing personal information that is no longer needed is deleted, while records required for ongoing Society business or legitimate legal and administrative purposes are retained.

9. Your data protection rights

Depending on the circumstances and applicable legal exceptions, you may have the right to:

- Request access to the personal information KHAS holds about you.
- Ask us to correct inaccurate or incomplete information.
- Ask us to erase information where there is no longer a lawful reason to retain it.
- Ask us to restrict certain uses of your information.
- Request transfer of your information where the right to data portability applies.
- Withdraw consent where we rely on consent.

Your right to object: You may object to processing based on legitimate interests. You have an unconditional right to object to the use of your personal information for direct marketing.

To exercise your rights, email **contact@khas.co.uk**.

10. Data protection complaints

If you have concerns about how KHAS collects, uses or protects your personal information, please contact **contact@khas.co.uk**.

We will acknowledge data protection complaints within 30 days of receiving them, make appropriate enquiries and keep complainants informed. We will communicate the outcome without undue delay.

You also have the right to complain to the Information Commissioner's Office (ICO), the UK's independent data protection regulator, at https://www.ico.org.uk.

11. Changes to this notice

We may update this notice to reflect changes in KHAS activities, procedures or legal requirements. The current version will be available on the KHAS website.