

Sussex Mineral & Lapidary Society

Data Protection & Cookie Policy

Version: 08 October 2025

1) About this policy

We respect your privacy. This policy explains how the Sussex Mineral & Lapidary Society (“we”, “us”, “our”) collects, uses, shares and protects personal data when you visit our website, become a member, or take part in activities such as prize draws at our events. It also explains how we use cookies on our website. We use plain language and keep this brief so it’s easy to read.

2) Who we are (Data Controller)

Data Controller: Sussex Mineral & Lapidary Society

Contact details: Use the Contact Us form on the website

3) The data we collect

- Membership sign-ups: name, postal address, email, phone number, payment/renewal details, and your preferences (e.g., how you want us to contact you, whether you consent to your contact details being visible to other members, and whether you consent to marketing).
- Prize draws at events (non-members and members): name, email, phone number (as provided on the prize-draw form) and your consent preferences for marketing.
- Website use: IP address, device information, pages viewed, and cookie preferences (see ‘Cookies’ below).
- Communications: any personal data you include when you contact us (e.g., questions, complaints, feedback).

4) How we use your data & our lawful bases

We only collect and use personal data where we have a lawful basis under UK GDPR and the Data Protection Act 2018.

A) Membership administration (contract & legitimate interests):

- To process applications, take payments, manage renewals, and provide membership benefits and services.

- Our lawful bases are: (i) performance of a contract (or steps prior to entering into a contract) and (ii) our legitimate interests in running an effective society. You can object to our use under legitimate interests—see ‘Your rights’.

B) Member-to-member contact details (consent):

- We may make a member directory or share contact details with other members only if you give us explicit, opt-in consent. You can withdraw this consent at any time; if you do, we will stop sharing your details going forward.

C) Marketing communications (consent):

- We send emails/newsletters about society news, events, and relevant products/services only if you have opted-in. You can withdraw consent at any time by contacting us (see ‘Contact us’).

D) Prize draw administration (legitimate interests) and marketing to prize-draw entrants (consent):

- We use your details to run the draw, contact winners, and meet any legal obligations (legitimate interests/legal obligation).

- We will only send marketing to prize-draw entrants if you opted-in when you entered; you can unsubscribe at any time.

E) Website operation, security & analytics (legitimate interests/consent):

- To operate and secure our website and to understand usage (legitimate interests). Any non-essential analytics or advertising cookies only run with your consent.

5) Who we share data with

- Trusted service providers (data processors) who help us run the society and our website (e.g., website hosting, email newsletter tools, payment providers). They only process your data under our instructions and must keep it secure.

- Other members: only if you have explicitly opted in to be included in any member directory or to share contact details.

- Legal/Regulatory bodies: where required to comply with the law or to protect our rights and the safety of members and the public.

We do not sell your personal data.

6) International transfers

Some of our service providers may store data outside the UK. Where that happens, we ensure appropriate safeguards are in place (e.g., UK International Data Transfer Agreement/clauses, or an adequacy decision).

7) How long we keep data

We keep personal data only as long as necessary for the purposes described above:

- Membership records: for the duration of your membership and up to 24 months after it ends (for queries, renewals, and record-keeping), unless the law requires a longer period (e.g., financial records typically kept for 6 years).
- Prize draw entrants: for the duration of the draw and up to 24 months afterwards for audit and proof of consent, or until you withdraw consent for marketing (whichever is sooner).
- Marketing lists: until you unsubscribe or withdraw consent.
- Website analytics data: per our cookie lifetimes (see 'Cookies').

8) Your rights

You have rights under UK data protection law, including to:

- Access your data • Correct inaccurate data • Delete your data • Restrict or object to processing • Data portability • Withdraw consent at any time (this won't affect prior lawful processing).

To exercise your rights, contact us using the details under 'Contact us'. You also have the right to complain to the UK Information Commissioner's Office (ICO): ico.org.uk.

9) Security

We take appropriate technical and organisational measures to protect personal data, including access controls, encryption where appropriate, and staff/volunteer awareness.

10) Cookies

Cookies are small files placed on your device to make our site work and to help us understand how it's used. We use:

- Strictly necessary cookies – required for the site to function (e.g., to remember cookie choices, keep you logged in). These run without consent.
- Optional analytics cookies – help us improve our website by collecting aggregated statistics about visits and usage. These only run if you consent via the cookie banner/settings.
- We do not use advertising cookies unless clearly stated and only with your consent.

Managing cookies: You can change your cookie preferences any time via our cookie banner/settings or through your browser settings. Blocking some cookies may affect site functionality.

11) Children

Our activities often welcome families. Where consent is required for children under 13, we will seek consent from a parent/guardian.

12) Contact us

Questions or requests about this policy or your data?

Use the Contact Us form on the website

13) Changes to this policy

We may update this policy to stay compliant and clear. We will post any changes on this page and update the version date above.