



# Cardiff Astronomical Society

## Privacy Policy Version 1.0 22 Oct 2025

### Document History

| Date                       | Author(s)    | Version | Comments   |
|----------------------------|--------------|---------|--|
| 30 <sup>th</sup> July 2024 | Mike Bradley | 1.0     | Document completely rewritten for improved clarity |
| 22 <sup>nd</sup> Oct 2025  | Mike Bradley | 1.0     | Annual Review                                      |
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### Introduction

1. The Cardiff Astronomical Society (CAS) was established in 1975 and is one of the largest amateur astronomical societies in the UK. CAS became a registered charity in October 2016 (charity number 1169953). As an operating organisation CAS holds data of its members and thus has an obligation to handle that data sensitively and to protect it. It is these obligations that this document seeks to address.

### Scope

2. This Privacy Policy applies to all members of the CAS when handling personal information belonging to society members.

3. CAS is committed to respecting privacy and keeping personal information safe. This privacy policy seeks to communicate the practices of CAS regarding the collection and dissemination of personal information that can be linked to a specific individual, such as:

- a. name
- b. contact phone number
- c. postal and email address
- d. skills possessed (if provided)

- e. information as to whether you are a taxpayer to help us to claim gift aid
- f. any other personal identifying information provided to CAS

4. This policy does not extend to external sites linked to from the CAS website – the user must check with those organisations for their policies regarding data privacy, including the use of “cookies”. CAS will not rent, swap or sell any personal information to any other organisations.

5. All communications directly related to a person's membership are via email rather than physical post. New members are informed that they have been added to the Mailchimp system which CAS uses for lecture invitations and other general mailings to the membership. Members can unsubscribe from this service by letting the MemSec know. All Mailchimp communications include an unsubscribe link.

6. All membership records are kept in a Veracrypt encrypted database to manage the Society membership effectively. If a member leaves CAS and requests their details to be removed the MemSec will do this.

#### Legal Basis

7. The legal basis relied upon for processing personal data will depend upon the circumstances in which it is being collected and used, but will in most cases fall into one of the following categories:

- a. where consent has been provided to allow data to be used in a certain way
- b. where the processing is necessary for the performance of a contract with the member

#### The need to hold personal information

8. CAS needs to hold personal information to maintain a register of members, to manage membership applications and reminders/renewals and to provide members with details of events and activities, usually email of a quarterly Newsletters.

9. Where a member gives consent CAS may use personal data to send marketing and fundraising communications relating to the Society's services and related activities. Use personal information to process Gift Aid donations.

#### Sensitive Personal Information

10. CAS does not collect sensitive personal information about its members or other individuals in any circumstances. CAS does not store credit/debit card details or share membership payment details with any third parties. All personal information held by the Society is accessible only by specifically designated officers of the Society who require access to perform their duties. The designated officers are the Society's Membership Secretary and Treasurer.

11. All online payments to CAS are via PayPal. PP does not reveal credit card details to CAS.

### How CAS collects data

12. CAS will collect personal information about individuals when they:
  - a. ask about CAS activities
  - b. apply to become a member of CAS or renew a membership
  - c. make a donation or sign up for an event, telephone, write, email, contact us online or otherwise provide us with your personal information

### Legal requirement for disclosure

13. CAS may disclose personal information when required by law, for example, to HMRC for tax purposes or to police forces for the prevention or detection of crime. CAS will share data in other circumstances only if CAS has the owners explicit and informed consent.

### CAS website

14. The CAS website <http://www.cardiff-astronomical-society.co.uk/> uses a third-party service, currently Webfactory, to collect standard internet log in information and details of behaviour patterns. This information is processed in a way which does not identify anyone.
15. CAS members may be given a password to access certain parts of the CAS website. The member is responsible for keeping the password confidential and must not share that password with anyone else.

### Specific responsibilities regarding young people

16. CAS will protect the privacy of young people who take part in events organized by CAS at schools and elsewhere including at the Society's Observatory. CAS will always seek consent from a parent, guardian, or carer before collecting information about young people. *Under no circumstances will CAS take photographs of young people attending CAS events without seeking the permission of a parent or guardian of the young person.*
17. CAS is committed to protecting the safety and privacy of children and vulnerable adults. The CAS Safeguarding Policy is available on the CAS website under "Important Documents"

### Social Media

18. This policy covers how CAS uses data collected from those pages, it does not cover how the providers of social media websites will use information. Users should read the privacy policy of the social media website before sharing data and make use of the privacy settings and reporting mechanisms to control how data is used. CAS has a Social Media policy which is available to download from the CAS website.

### Change to agreements

19. Members have a right to amend their choices regarding their privacy agreement with CAS at any time. Please contact the Society's Membership Secretary by email at

Membership.Secretary@cardiff- astronomicalsociety.co.uk.

#### Requests for personal data held by CAS

20. Individuals may, in relation to personal data given to the Society, make a “data subject request” to receive a copy of the personal data the Society holds on them. This information will be provided, normally within one month, in a structured, commonly used and machine-readable form. Please contact the Society’s Membership Secretary by email or by post as above. CAS will not charge to provide this information. CAS may require proof of identity of the person making the request. They have the right to ask CAS to correct any information that is inaccurate by contacting the Society’s Membership Secretary as above. They also have the right at any time to seek the removal of any personal data relating to them that the Society holds, and to restrict the processing that the Society can undertake using such data. In addition, they have the right to withdraw at any time any consent they gave to the Society in relation to the collection and processing of such personal data.

#### Comments or Complaints

21. Questions, comments, or suggestions should be directed to the Society’s Membership Secretary by email or post as above.

22. Individuals have the right to lodge a complaint or express a concern about the Society’s use of their personal data at any time with the Information Commissioner’s Office (ICO) online via <https://ico.org.uk/global/contact-us/> or using one of the following methods:

By post:

Information Commissioner's Office  
2nd floor  
Churchill House  
Churchill way  
Cardiff  
CF10 2HH

By telephone: Tel: 029 2067 8400

By email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

#### Review

23. CAS may change this Privacy Policy from time to time. If CAS make any significant changes to the way it treats your personal information it will make this clear on the Society’s website and/or by contacting you directly.

24. This Policy will be reviewed annually by the Secretary or a suitable Committee Member.

Mike Bradley  
Treasurer and Trustee  
22 Oct 2025