



LEICESTER MAGIC CIRCLE

Privacy Notice

How the Leicester Magic Circle uses your personal data

1. Who we are

The Leicester Magic Circle ('the Circle') is a private society for the promotion and support of the art of magic. We are the data controller for the personal data we hold about you.

Contact: Scot Jerram, Interim Secretary | scot@leicestermagiccircle.org | www.leicestermagiccircle.org

2. What personal data we collect

We collect and hold the following categories of personal data:

Category	Examples	Who it relates to
Contact details	Name, email address, telephone number, postal address	Members, prospective members, lapsed members
Membership information	Membership category, application date, proposer, membership number, subscription payment status	Members and applicants
Financial information	Subscription payment records, standing order details (payment method only — not account numbers)	Members
Event attendance	Records of attendance at lectures, New Initiative Evenings and other Circle events	Members and guests
Communications	Copies of correspondence between the Circle and individuals	Members, prospective members, lecturers
Enquiry records	Name and contact details of prospective members during the enquiry process	Prospective members

Special category data

We do not knowingly collect or process any special category personal data (such as health information, racial or ethnic origin, religious beliefs, or sexual orientation) as part of our ordinary membership activities.

3. Why we collect it and our lawful basis

Under UK GDPR, we must have a lawful basis for processing your personal data. We rely on the following:

Purpose	Lawful basis	Detail
Administering membership	Contract	Processing is necessary to fulfil our obligations to members under the membership agreement.



Communicating about meetings, lectures and events	Legitimate interests	We have a legitimate interest in keeping members informed about the Circle's activities. This does not override your rights.
Chasing outstanding subscriptions	Contract / Legitimate interests	Necessary to recover fees owed under the membership agreement.
Maintaining an enquiry log for prospective members	Legitimate interests	We have a legitimate interest in following up with people who have expressed interest in joining.
Sending the weekly members' bulletin	Consent	We will ask for your consent to receive the bulletin. You may withdraw consent at any time by replying "remove".
Social media outreach	Legitimate interests (organic posts only)	Posting publicly about the Circle's activities is a legitimate interest. We do not conduct paid targeted advertising.

4. How long we keep your data

Data type	Retention period	Reason
Member records (current)	Duration of membership plus 3 years	Accounting and legal records
Member records (lapsed)	3 years from last contact	To facilitate reactivation; deleted if no re-engagement
Prospective member enquiry records	12 months from last contact	To follow up interest; deleted if no application made
Financial records (subscription payments)	6 years	HMRC requirement for financial records
Event attendance records	3 years	Historical record of Circle activities
Email correspondence	3 years	Administrative record

5. Who we share your data with

We do not sell, rent or trade your personal data. We may share data in the following limited circumstances:

- With other committee members of the Leicester Magic Circle, for the purpose of administering membership and organising events.
- With lecturers or guest speakers, where sharing your contact details is necessary to facilitate an event — only with your knowledge.
- With the Information Commissioner's Office (ICO) if required to do so by law.
- We do not share personal data with any third-party marketing organisations.

6. How we keep your data secure

- Member data is held electronically in password-protected files accessible only to the Interim Secretary and Treasurer.
- Physical documents containing personal data (such as application forms) are stored securely and not left unattended.
- Access to membership records is restricted to named committee members on a need-to-know basis.
- We will notify affected individuals and the ICO within 72 hours of becoming aware of a data breach, where required.



7. Your rights

Under UK GDPR, you have the following rights in relation to your personal data:

Right	What it means
Right of access	You can ask us for a copy of the personal data we hold about you.
Right to rectification	You can ask us to correct any inaccurate data we hold.
Right to erasure	You can ask us to delete your data in certain circumstances.
Right to restrict processing	You can ask us to limit how we use your data in certain circumstances.
Right to object	You can object to processing based on legitimate interests. We will comply unless we have compelling legitimate grounds.
Right to withdraw consent	Where processing is based on consent (e.g. the weekly bulletin), you may withdraw at any time.
Right to complain	You have the right to complain to the ICO at ico.org.uk or by calling 0303 123 1113.

To exercise any of these rights, please contact: scot@leicestermagiccircle.org. We will respond within one month.

8. Cookies and the website

This notice covers data held by the Circle directly. For data processed via our website (www.leicestermagiccircle.org), please refer to the website's own privacy and cookie information.

9. Changes to this notice

We may update this privacy notice from time to time. The current version will always be available at www.leicestermagiccircle.org and from the Interim Secretary on request.

10. ICO registration

Most small not-for-profit organisations are exempt from paying the ICO data protection fee. The Circle will confirm its fee-paying status with the ICO at ico.org.uk/registration. The ICO registration reference will be published here once confirmed.