



Privacy Policy and Procedure

The Society's Privacy Policy and Procedure is compliant with the General Data Protection Regulations. All organisations that hold personal data must comply with these regulations. We must get your permission to hold your data and you have the right to opt out at any time. We must also renew permissions within a reasonable period. For our Society we consider that five years is reasonable.

We ensure that all personal data provided by our members is held safely and that only data necessary to achieve our aims is retained.

What data is held?

We hold individual members' names, postal addresses, email addresses, contact telephone number/s and, on paper, we maintain a register of attendance to our regular meetings.

How is the data held?

Members' names, postal addresses, email addresses, and contact telephone number/s are kept electronically on a spreadsheet held on both the Society's Secretary's and Membership Secretary's personal computers. The data is transcribed from Membership Application forms.

A hand written register of attendance at regular meetings is held in an 'Attendance' log book that attending members sign at the start of each meetings. This log book is held by the Society's Secretary.

Why do we hold the data?

We hold this data so that we can contact members by post, email and telephone to advise of forthcoming meetings, talks, events, snippets of local/national historical interest, subscription renewal and for the circulation of the Society's newsletter.

How do we handle the data?

We do not share personal data with other Society members or external bodies. We explicitly do not pass the membership database to any third party for marketing activities.

When communicating to more than one member by email we will use blind copies to ensure email addresses are not shared. Members who wish to contact other members should address their request through the Society's Secretary or Membership Secretary who will forward the request to the individual to seek authority to exchange contact details.

Former members and members whose subscription has lapsed for more than three months are removed from our database. We hold no contact data on former members.

Can I view my personal data?

Yes, you can request to see the data the Society holds on you at any reasonable time.

Can I request my personal data be deleted?

Yes, you can request your personal data be deleted. You can also opt out of receiving specific communication types if you wish.

Vicki Chesterman
Secretary

Malcolm Summers
Membership Secretary