

## **Privacy Policy**

Lambley Historical Society, referred to as the "Society" from now on, holds personal information about each member, referred to as "You" from now on, that You gave when joining the Society.

### **Legal requirements of Data Protection Act 2018**

- We have to have a legal basis for holding and processing your personal data
- We have to tell you what personal data we collect
- We have to tell you why we collect that data
- We have to ensure we do not keep personal data for any longer than necessary
- We have to maintain the data to ensure it is accurate and fit for purpose
- We have to ensure that data is accessible only by authorised persons
- You have a right to inspect the data that we hold about you and have it altered if it is incorrect
- You can object to the Society processing your personal data

### **What is stored.**

The following personal information is kept about your membership of the Society

- forenames
- surname
- postal address
- telephone number(s)
- email address

### **How it is stored**

Your data is stored in a secure, password protected database with access by two people.

### **Use made of the personal information**

The personal membership information is used for communicating with You about the business of the Society and for managing the annual subscription renewal process.

The Society will not disclose your personal data to any third party without your permission.

### **Retention of Personal Information**

Unless otherwise notified the Society will retain your contact details for a maximum of 1 year after your membership lapses. After this time your details will be securely deleted.

If You resign from the Society all of your personal information will be immediately deleted.

