

Lancaster Archaeological and Historical Society

Privacy Policy 2018

Privacy of personal information

The EU General Data Protection Regulation (GDPR) from May 2018 requires us to inform you formally of our policy for collecting and processing your personal data.

Why we hold your data: We need to send you details of forthcoming events and meetings, to process your membership applications and renewals and to send you newsletters and publications relating to your membership. We may also send you details of other items of local archaeological or historical/heritage interest from other organisations (e.g. Lancashire Local History Federation). We do not disclose your personal information to any third party unless required to do so by law.

What data we hold about you: We hold details of your name, address, email address, telephone if requested, and date of renewal. We will remove your personal information from our systems two years after the end of the year in which your membership ceases. We may sometimes have personal data on booking forms for events, both in paper or email format: these will be destroyed one month after the event has taken place.

Where we hold your data: Your personal information is stored securely in digital form by the Membership Secretary. A secure back up is also held.

Access to your data: Full access to your data is only available to the Membership Secretary. Extracts of email and some postal addresses may be given to other Society officers to process the circulation of newsletters or other material and to administer events organised by the Society.

Your rights of access: You have the right to check the information we hold about you and to change your personal details. You also have the right to have your personal information removed from the database at any time though this will affect our ability to communicate with you. Requests for these should be addressed to the Membership Secretary.

July 2018