

LANCASTER ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Privacy and Data Protection Policy

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 available only to the Membership Secretary and one other member of the Committee, usually the Chair. Contact details 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.

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