

## The General Data Protection Regulation 2016

### Moretonhampstead History Society Privacy Policy November 2018

Moretonhampstead History Society recognises that its members' privacy is important to them and that its members care about how their information is used and shared. We respect and value the privacy of all our members and will only collect and use information in ways that are useful to them and in a manner consistent with their rights and our obligations under the law. This policy applies to our use of any and all information collected by us.

#### 1. What Information Do We Collect?

All information is only collected if a member voluntarily submits it when becoming a member of Moretonhampstead History Society. When a member joins or rejoins the Society we will require the following information:-

- Full name
- Address
- Telephone number (if available)
- Email address (if available)

#### 2. How Do We Use the Members' Information?

We use the information in order to:

- Contact members in order that they receive the stated benefits of membership such as the meetings, trips events and newsletters of our society and archives or ones that we are affiliated to such as Friends of Devon Archives.
- Respond to communications from members.
- Membership records are kept as part of the society's historical archive of its activities.

#### 3. How and When Do We Store Members' Information?

We only keep members' information for as long as we need to in order to use it as described above in section 2.

- The information will be stored on the password protected personal computers of Officers of Moretonhampstead History Society. The information is only accessed by Officers of the Society who have a reason to do so, in the course of carrying out the management of membership of Moretonhampstead History Society.
- No personal information is collected or stored on or on behalf of the Moretonhampstead History Society's websites by the Society or any third party.

#### 4 Do We Share Members' Information?

- We do not share the information with any third party and have no intention of doing so.
- All e-mail communication will be sent as Bcc

#### 5. How Can Members Access the Information?

Members have the legal right to ask for a copy of any of their own personal information held by us (where such information is held). If at any time a member wishes to withdraw their consent for Moretonhampstead History Society to hold the information they have given, their contact details will be deleted upon receipt of written communication from the member. However, this will seriously affect our ability to provide a member with the benefits of membership.

#### 6. Contacting us if a member has any questions about this Privacy Policy or the information we hold about them?

Please contact our designated General Data Protection Regulation Officer, William Hardiman (Chairman of MHS).