

Lorton &
Derwent Fells Local History Society

Brackenthwaite Buttermere Embleton Loweswater Mockerkin Pardshaw Wythop
www.derwentfells.com

Privacy Policy

1. Summary Policy Statement

1.1 The Society maintains a minimum of personal data on members to allow it to function. Steps are taken to ensure that such data is up to date and stored in a secure manner. Members' details are never sent to third party organisations. Contact with members is with their consent and in a manner agreed by them.

1.2 The summary policy statement should be included on all communications which ask members for their personal details. The full policy is posted on the Society's website.

2. Compliance

This policy aims to comply with the Data Protection Act and the General Data Protection Regulation.

3. Data to be collected

The Society collects and manages minimum contact details of members in order to conduct its business. Data held will be limited to name, preferred title, address, telephone number, email address, membership category, amount due. This is stored in a computer file.

4. Use of data

Personal data is used to manage the collection of subscriptions, to facilitate distribution of the Society's (and other relevant) publications and occasionally to advise members about changes or problems with its activities.

5. Management of data

5.1 The database is set up afresh each year by the Society's data manager and is maintained by the membership secretary.

5.2 The membership secretary will need to send a copy of the database to other committee members during distribution exercises. All those who receive the full database must take steps to ensure the security of members' contact details. This will include use of an up-to-date anti-virus programme and a supported operating system that is updated regularly. Once the database has been used for one or more of the purposes referred to in this policy it, and any temporary report extracts, must be deleted.

5.3 At the time when a new database has been set up each year, the previous year's database will be deleted.

5.4 No member's contact details are disclosed by or on behalf of the Society to any member of the Society or any third party without the third party's written consent.

5.5 Only the secretary or a designated member of the committee will send group emails. Recipients of group emails will not see other addresses. Members may opt to receive the Society's regular newsletter (The Wanderer) by email or by post. They may change their preference at any time by sending an email to the secretary or membership secretary. Email is used to send other relevant information to members from time to time. The Society will use the annual subscription renewal form to seek confirmation that data held on members is accurate and that members remain willing to receive communication from the Society. They will be invited to select any combination of postal mail, telephone and / or electronic mail.

6. Photographs

Any photograph of a Society event from which one or more members can be identified will require the written consent of all such members before publication, whether in paper form or on the Society's website.

7. Review

This policy will be reviewed on a regular basis by the committee to ensure that it complies with relevant regulations and meets the Society's needs

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