# ALTRINCHAM HISTORY SOCIETY

## Data Protection Policy and Privacy Statement

With the introduction of the General Data Protection Regulations in May 2018, you have more say in the personal data that the Society keeps about you. This applies to both paper and computer records.

The legal basis under which the Society collects your personal data is by your consent.

The data we keep is your name, postal address and telephone number, and email address (if applicable).
If you have made a declaration regarding Gift Aid, we also keep the form you signed.

We use this data:
1. for administration, to record who has paid subscriptions
2. to keep you informed about the activities of the society
3. to record who has agreed to Gift Aid, for statutory purposes.

We will keep your data as long as you remain a member of the Society, and for the next twelve months after non-payment of subscriptions, unless you ask us to delete it immediately.
Some records need to be kept longer for statutory purposes.
Gift Aid declarations have to be kept for 6 years after the current year.
After these periods your data will be deleted.

How we keep your data:
1) paper membership forms and Gift Aid declarations
2) list of members on a personal computer, currently kept by the Treasurer.

Access to your data is controlled by the Treasurer, and may be accessed by the officers of the Society for administration purposes.

We have to make sure your data is correct and up-to-date. If it is not you should tell us.

If you want to know what data is held about you, you can request a print-out.

If you don't want the Society to hold any personal data of yours, you should tell us in writing, and it will be deleted/destroyed straight away. If you wish all your data deleted - you will no longer receive any communication from the Society.

Privacy Statement

We will never share your data with any third party, other than for statutory purposes, without asking for your individual permission.

Your data is held on a personal computer, (currently by the Treasurer). Access to your data is controlled by the Treasurer, and may be accessed by the officers of the Society for administration purposes.

The Data Protection Policy and Privacy Statement
8 June 2018.