

Lorton &  
**Derwent Fells Local History Society**

Brackenthwaite    Buttermere    Embleton    Loweswater    Mockerkin    Pardshaw    Wythop

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**Privacy Policy**

**1. Summary Policy Statement**

As a membership organisation, the Society collects and retains limited personal data about its members. The Society uses this data to provide and manage its activities. Members' personal data is held on secure computer systems and is regularly updated. Members' personal data is not shared with other members nor with third parties without members' consent. Contact with members is with their consent and in a manner agreed by them.

**2. Compliance**

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

**3. Data to be collected**

Data held within computerised membership records will be limited to personal name, preferred title, full postal address, telephone numbers, email addresses, present and past membership categories, and a record of payments made and due. Other data may be collected from time to time, as necessary for particular projects and activities.

**4. Use of data**

Personal data is used by the committee, and persons appointed and controlled by the committee, to provide a record of the membership, to plan and provide membership services and to manage the society in accordance with its constitution.

**5. Retention of data**

The Society retains a full computerised record of its membership for the current membership year and the previous three years. For earlier years, the Society retains a computerised list of names of members, their generalised location, and the membership category.

**6. Contacts**

Members may request a record of their personal details held by the Society and may update their information at any time. Such requests are normally processed by the Membership Secretary. Any matters or representations concerning this privacy policy, or its management, should be addressed to the Secretary. The contact details of the Secretary can be found on the website [www.derwentfells.com](http://www.derwentfells.com).

Revised October 2018