PETERBOROUGH LOCAL HISTORY SOCIETY

Data Protection Policy and Privacy Notice

Introduction

The General Data Protection Regulation (GDPR) came into force on 25 May 2018. This has implications for how the Peterborough Local History Society handles your data and how we communicate with you. The Peterborough Local History Society has always taken all reasonable steps to ensure that data held about its members is treated confidentially. However, the introduction of the GDPR means that you have to be told in detail how the Society handles your personal data and how we communicate with you. Although the GDPR comes from the European Union the British Government has confirmed that the rules will not be affected by the withdrawal of the UK from the EU.

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Peterborough Local History Society (PLHS).

About this document

This Data Protection Policy and Privacy Notice sets out the way we process your personal data and we've created this document to make sure you are aware of how we use your data (as a member or friend of the Society).

How we collect your information

We collect your personal data in a few limited ways, namely:

- when you fill in an application for membership
- when you renew your membership
- when you sign up for a summer visit
- when you raise a specific research enquiry.

The types of information we collect

We collect the following types of personal data about you:

- contact and communications information, including email address, telephone numbers and postal address
- emergency contact name and telephone number where these are provided
- financial information e.g. date you paid your membership fee

Storage of your data

Your personal data is stored on electronic equipment and/or hard copy used by members of the Committee on a need to know basis. Some of our records, such as membership forms are held in paper format. All personal data is stored securely and is regularly updated and backed up.

How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes only:

- administration of your society membership, and related services, including:
    - providing you with the Society magazine

    - recording payment of membership fees
    - communication about your membership subscription and, in particular, reminders when the date for renewal is approaching
- communication about our activities and of selected events of other organisations that we think may be of interest to you.

Your communication preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them.

You are in control of how we communicate with you. You can update your choices and / or your contact details by contacting us at:

Email: plhsmembership@hotmail.co.uk

Post: Membership Secretary

Peterborough Local History Society

40 Elstone

Orton Waterville

Peterborough

PE2 5JY

Sharing your information with others

We do not make your personal data available to other organisations for any purpose.

Personal data collected and processed by us will only be shared with elected PLHS committee members for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.

How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Society membership. For those members not renewing their membership, personal data will no longer be retained after a period of 6 months. We will also keep financial records for a period of six years after your last financial interaction with us (for accounting and record-keeping purposes.)

Your rights

Under certain circumstances, by law you have the right to:

- request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

- request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.

You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

- object to processing of your personal data where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground.

- request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply or where this is necessary for our legitimate interests in managing your membership of the society.

Contact and complaints

If you have any queries about this Data Protection Policy and Privacy Notice or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact the Membership Secretary, PLHS:

Email: plhsmembership@hotmail.co.uk

Post: Membership Secretary

Peterborough Local History Society

40 Elstone

Orton Waterville

Peterborough

PE2 5JY

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: http://www.ico.org.uk

When we will review this document

This Data Protection Policy and Privacy Notice will be reviewed in May 2020 and every two years thereafter.

Trevor Pearce

Chairman