



RAMSBOTTOM HERITAGE SOCIETY
Policy on collecting and processing personal information

New rules relating to how we collect and process personal data, and how we communicate with you, come into effect as from 25th May 2018. The new regulation, known as the EU General Data Protection Regulation (GDPR) [Regulation (EU) 2016/679] replaces the previous 1995 regulations which current UK law is based upon.

The Ramsbottom Heritage Society collects the following personal information:

1. the names, addresses, emails (where available) and telephone numbers of individual members

This personal information is stored on a private computer database maintained by the Membership Secretary, while hard copies are filed securely.

There is an back-up copy of the database and computer files in case of computer failure.

Only members of the management committee of the Society have access to personal information which remains confidential to the Society and will not be released to third parties or used for any other purposes than Society business.

Personal information of past members or out-of-date details will be routinely deleted from the database and files. Information on booking forms and membership forms in hard copies which are no longer current will be shredded.

Members have the right to check the personal information the Society has stored on them by contacting the Membership Secretary and members have the right to change their personal details by informing the Membership Secretary.

Members have the right to have their personal information removed from the database at any time by informing the Membership Secretary, although this may affect the ability of the Society to communicate with this member.

We use this information to send you the News Magazine, let you know about activities and news from ourselves; remind you about subscription renewals; and any other matters relating to the Society.

Personal information will remain confidential to the Society and will not be supplied to third parties

Dated 23rd May 2018