

Cartmel Peninsula Local History Society

Policy on collecting and processing personal information

The Cartmel Peninsula Local History Society (“the Society”) collects the following personal information from its members:

- their names, addresses, email addresses, telephone numbers, local historical interests and bank details (if applicable).

This information is stored on a private computer database with appropriate security measures and hard copies of membership applications and booking forms are stored separately.

There is a back-up copy of the database held separately in case of computer failure.

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

Personal information of past members or out-of-date details will be routinely deleted from the database and files. Hard copies of booking forms and membership forms which are no longer current will be shredded.

Members have the following rights:

- to check the personal information that the Society has stored on them by contacting the Membership Secretary.
- to change their personal details by informing the Membership Secretary.
- to have their personal information removed from the database at any time by informing the Membership Secretary, although this will affect the ability of the Society to communicate with that member.