

# Tatham History Society

## Member Information Notice

### The General Data Protection Regulation (GDPR)

#### **Privacy of personal information**

The EU General Data Protection Regulation (GDPR) which came into force in May 2018 requires us to inform you formally of our policy for collecting and processing your personal data.

**Why we hold your data:** We need to send you details of forthcoming events and meetings and to process the renewal of your membership. Very occasionally we send you details of related events which we think might be of interest. We do not disclose your information to any third party.

**What data we hold about you:** We hold details of your name, address, telephone number, email address, and date of renewal. We will remove your personal information from our systems two years after the end of the year in which your membership ceases.

We may sometimes have personal data on booking forms for events, both in paper or email format; these will be destroyed one month after the event has taken place.

**Where we hold your data:** Your information is held securely in digital form by MS.

**Access to your data:** Access to your data is only available to the Membership Secretary and the Secretary to allow circulation of the newsletter and other notices.

**Your rights of access:** You have the right to check the information we hold about you and to change your personal details.

You also have the right to have your personal information removed from the database at any time though this will affect our ability communicate with you.

Requests for these should be addressed to the Membership Secretary.