



## **Chester Society for Landscape History**

### **Data Protection Privacy Policy**

#### **I. Introduction**

Local societies are required to have a policy on why members' personal information is collected, how it is used and stored. The purpose of this Chester Society for Landscape History (CSLH) policy is to comply with the Data Protections Acts.

#### **2. Why do we collect your personal information?**

- To record a list of members and manage subscription payments.
- To communicate information on meetings, field visits and other matters of interest to members

#### **3. What information do we hold?**

- Members' Names, Postal and Email Addresses, and Telephone numbers.
- Third Parties, such as Speakers and Field Visit Guides.

#### **4. Who uses this data?**

For Members:

- CSLH Committee members
- The Data Controller is the Chairman
- The Data processors are all the Members of the Committee of the CSLH

For Third Parties:

- The Lecture Coordinator and the Field Visits Coordinator are the Data Controllers and Processors.

#### **5. Where is this information stored?**

For Members:

- Electronic and paper records held by all the Officers of CSLH. These officers will keep members' contact details confidential and not share them with third parties without the permission of the individuals.

For Third Parties:

- Electronic and paper records held by the Lecture Coordinator and the Field Visits Coordinator of CSLH. These officers will keep speakers' contact details confidential and not share them with third parties without the permission of the individuals.

## **6. Types of data**

- Electronic spread-sheets with members' contact details
- Sign-in books
- Emails & Correspondence
- Photographs of individuals: Website

## **7. Consent for data collection & storage**

- All members of CSLH are asked for their personal details and for their consent to store this information.
- This privacy notice is displayed on the CSLH website and a copy is given to all prospective members.

## **8. Retention of Personal Information**

- Members' personal information will be stored as long as they are members.
- If a member should leave the Society this information will be destroyed following an annual review of membership records. Members failing to pay their subscription will be assumed to have left.
- Other records will be stored only for as long as it is necessary. For example, speakers may be asked to return to give a further talk.

## **9. Rights of individuals**

The GDPR includes the following rights for individuals:

- the right of access;
- the right to rectification;
- the right to erasure;
- the right to restrict processing;
- the right to object.

Approved