

Richard III Society Lincolnshire Branch - Privacy Policy

Richard III Society Lincolnshire Branch, referred to as the Branch from now on, holds personal information about each member, referred to as "You" from now on, that You gave when joining the Branch.

Legal requirements of the Data Protection Act 2018

- We have to have a legal basis for holding and processing your personal data
- We have to tell you what personal data we collect
- We have to tell you why we collect that data
- We have to ensure we do not keep personal data for any longer than necessary
- We have to maintain the data to ensure it is accurate and fit for purpose
- We have to ensure that data is accessible only by authorised persons
- You have a right to inspect the data that we hold about you and have it altered if it is incorrect
- You can object to the Branch processing your personal data

What is stored

The following personal information is kept about your membership of the Branch

- Forenames
- Surname
- Postal address
- Telephone number(s)
- Email address

How it is stored

Your data is stored in a secure, password protected database with access by 6 Branch Committee Members and the Branch Membership Secretary.

Use made of the personal information

The personal membership information is used for communicating with You about the business of the Branch and for managing the annual subscription renewal process.

Retention of Personal Information

Unless otherwise notified, the Branch will retain your contact details for a maximum of 1 year after your membership lapses. After this time your details will be securely deleted.

If You resign from the Branch all of your personal information will be immediately deleted.

The Branch will not disclose your personal data to any third party without your permission.