

## **Broseley Local History Society Privacy Policy**

Broseley Local History Society treats the privacy of its Members, Website Users and Newsletter and Journal Subscribers seriously and takes appropriate security measures to safeguard their privacy. This policy explains how the Society protects and manages any personal data you share with us and that we hold about you.

Personal data means any information that may be used to identify an individual including a first and last name, a home or other physical address and an email address or other contact information.

**How we obtain your personal data**, information provided by you.

You provide us with personal data with your application when you join the Society on your application form. This information includes name, address, email address and telephone number. We use this information to manage and administer your membership or subscription to the Society and to communicate relevant information by post or email. The material includes the Society's Newsletter, Journal and subscription reminders.

We may also keep information contained in any correspondence you may have with us by post or email.

We will take reasonable security measures to protect your personal data. We will keep information about you confidential and we will keep it for an appropriate period of time in order to manage and administer your membership.

The General Data Protection Regulation grants you the right to access particular personal data that we hold about you.

You have the right to ask us to delete any personal data concerning you without undue delay.

### **Accuracy of information**

In order to provide the service to our members, we need to keep accurate personal data about you and we need you to inform us of any changes to your contact details, such as name or address changes when they occur.

If you have any questions or queries which are not answered by this Privacy Policy please contact us.