

# **Axbridge Archaeological and Local History Society**

## **DATA PRIVACY POLICY**

We maintain high standards of confidentiality regarding the personal information provided to us by our members. This Privacy Policy has been prepared to inform you of our policies and practices concerning the collection, processing and security of your personal information which we use in relation to our activities.

### **Personal information**

For this Privacy Policy, personal information means any information we may hold about you in order to provide you with membership and to keep you in touch with our activities.

That information is

- Your full name and home address;
- Contact information, such as your home and mobile telephone numbers and e-mail addresses
- Any other personal information that you may voluntarily provide to us.

We will endeavour to ensure that any personal information provided by you and/or held by us is as accurate, current and complete as necessary for the purposes for which we use that information.

The information will be held only by the Secretary and Membership Secretary

This Privacy Policy also includes activity in relation to our website ([www.aalhs.co.uk](http://www.aalhs.co.uk)). No personally identifiable information will be used on our public website unless you have specifically given us your permission.

### **Security**

AALHS will only hold your personal data on password protected computers that have anti-virus and anti malware protection installed and not revealed to anyone outside the Society unless authorised by you or required by applicable law.

If you suspect any breaches in the agreed use of your data you should report that to the Membership secretary, Jonathan Friend; email [jpdfriend@gmail.com](mailto:jpdfriend@gmail.com) or to the Secretary Elizabeth Friend; [friend.elizabeth@gmail.com](mailto:friend.elizabeth@gmail.com)

### **The Use of your data**

We may use your personal information for the following purposes:

- to provide you with details of our activities, and those of other similar organisations
- the provision of a monthly magazine by post, email or other means as you have indicated.

### **Access to your data**

You have a right to request access to your personal information and to request a correction to it if you believe it is inaccurate. In the event that you believe that your personal information is not accurate or you require access to your personal information, you may make a request to the

Membership Secretary, Jonathan Friend; email [jpdfriend@gmail.com](mailto:jpdfriend@gmail.com)  
or to the Secretary Elizabeth Friend; [friend.elizabeth@gmail.com](mailto:friend.elizabeth@gmail.com)

### **Retention of data**

Personal information collected in any form will only be retained so long as it is required for the purpose for which it was collected.

When your personal information is no longer required for this purpose we will erase it permanently from our records.

Members can ask that their information is permanently removed from the records at any time by contacting the Membership Secretary.

The records of lapsed members will be retained for a period of 2 years and then erased permanently.

### **Consent**

By providing your personal information to AALHS, you agree that we may collect and use your personal information in accordance with the terms of this Privacy Policy, as updated from time to time.

### **This Privacy Policy is effective from 25 May 2018.**

In the event of any further updates, an appropriate notice will be issued to you.

### **Contact us**

Should you have any questions, complaints or concerns regarding this Privacy Policy or the personal information we hold about you, please contact the Membership secretary as follows:

Jonathan Friend  
New Tynning  
Stone Allerton  
Axbridge  
Somerset BS26 2NJ

By e-mail: [jpdfriend@gmail.com](mailto:jpdfriend@gmail.com)  
Phone 01934712971

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