



The Vale of Evesham Historical Society

General Data Protection Regulation

The Information We Hold

As does any Society, we hold information about our members. This document states what information we have and what we do with it.

What information do we have about our Members?

We keep the information which a member has given to us:

- Your name
- The name of your husband or wife (etc) in the case of a joint membership
- Your postal address
- Your telephone number (if you have told us¹)
- Your e-mail address (if you have told us)
- Any note of your particular interests, if you have told us of them
- A note of the permissions you have given us (under the GDPR regulations) to contact you
- A record of the subscriptions they have paid over the last few years².

Who has the information?

This information is available to the Society's Hon. Secretary, Hon.Treasurer and Membership Secretary

What do we do with the information?

We hold the information securely.

We use the information to keep track of the numbers of members in the Society, the past and expected income from subscriptions, and other purposes for the functioning of the Society.

We use your contact information to send you information about our activities from time to time, depending on the consents you have given us. This is given in more detail separately.

We may use the knowledge of your particular interests to contact you on specific topics. We may use knowledge of your address to ask for local-specific information, or, for example, to mention a nearby other member who may be seeking a lift to meetings.

¹ We do not find any other information, for example from a telephone directory

² Our records do not go back earlier than about 2011. If you joined before then we do not have a record of how long you have been a member

What do we not do with the information?

We do not pass the information to any other party without your permission.

We do not use the information for any marketing or commercial purposes.

How long do we hold the information?

Keep the information while you are a member and for **two** years after you have ceased to be a member (by formally resigning or by ceasing to pay the annual subscription)^{3, 4}.

Contacting you

Under the regulations, there are two particularly relevant clauses under which we can legitimately contact you:

- if we, or you, have a “legitimate interest” in our doing so. We will send all members information about the society – newsletters, information about our meetings (including the AGM), information about subscriptions, and – for example – requests for information related to our historical researches or those of other members.
- if you have given us explicit consent to do so. Under this clause we will send information, for example, of the meetings of other societies or other events which may be of interest – but only to those who have given us their consent on the appropriate form or in some other way.

How do we keep in touch with you?

If we have your e-mail address we will normally contact you by e-mail, except, for example, to send you our “Almoners Pen” magazine. If you do not have an e-mail address⁵ we will contact you by post.

We will not normally phone you except in an urgent emergency, or if we cannot contact you by e-mail or post.

³ If and when you cease to be a member, you have a right to request that your information is deleted earlier if you wish.

⁴ Some early editions of the Almoners Pen magazine, for example in the 1990s and 2000s included a Membership Roll: a list (names only) of those who were members then. We would not be able to remove these.

⁵ ... or if you have an address and we do not know it, or if your address appears to be invalid.