



Langton Matravers Local History & Preservation Society

Privacy Notice Policy v0.2

Our contact details

Name: c/o The Membership Secretary, Langton Matravers Local History & Preservation Society

Address: Barton, The Hyde, Langton Matravers, BH19 3HE

Email: lmlhps23@gmail.com

Website: www.langtonia.org

The type of personal information we collect

We currently collect and process the following information:

- Members full or known name
- Full postal address
- Email
- Phone number
- Financial i.e. record of payment of membership fee

How we get the personal information and why we have it

All of the personal information we process is provided to us directly by you for the following reasons:

- To identify you as a member.
- To provide you with information on the Society's activities.
- To process a request sent to us via the organisation website 'contact us' form and/or email account.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is:

Your consent. You are able to remove your consent at any time. You can do this by contacting lmlhps23@gmail.com

How we store your personal information

Your information is securely stored.

We keep members information for the period of membership. We will then dispose of your information by deleting the data from the membership database, email contact group, recycle bin and any back up software, paper records are shredded.

We keep information received via our website contacts form in order to process the request. We will dispose of your information by deleting the data from email contact group, recycle bin and any back up software once the request has been concluded

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you wish to make a request please contact us at:

By email lmhps23@gmail.com

or c/o The Membership Secretary, Barton, The Hyde, Langton Matravers, BH19 3HE

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at email lmhps23@gmail.com or c/o The Membership Secretary, Barton, The Hyde, Langton Matravers, BH19 3HE

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>