



Ormskirk and District Historical Society

Privacy Policy Statement

Our contact details.

Name: Ormskirk and District Historical society

Meeting at : **The Four Lane Ends Mission,
Skelmersdale Road,
Bickerstaffe
L39 0EZ**

E-mail: pam_ohs@btinternet.com

The type of personal information we collect

We currently collect and process the following information for all members and shareholders

- Names, Postal Address and Email Addresses and Telephone numbers
- Preferences for the method of communication used to distribute programme information
- Subscription and membership status
- Permission granted to enable the use of Photographic material in internal publications and news items on the society's media platforms.

How we get the personal information and why we have it.

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

- To plan suitable activities to cater for all our members
- To communicate information on meetings, events, competitions, and other matters of interest to members.
- To record a list of members and manage subscription payments.
- To enable the club to contact you and or your family in case of emergency.

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

We have a legitimate interest.

- To plan and safely manage the operation and development of The Ormskirk and District Historical Society
- To develop in the study of Historical Topics,
- To support the interests of its members and positively contribute to the community of the area.

The information we hold is initially supplied by you via the society's application form. This information is used by the officers of the society to develop and maintain the necessary facilities and to manage a programme to meet the expectations of our stakeholders

It should be recognized additional information may be required to allow you to enter specific club competitions or similar activities. This will be subject to a specific written request and will be held only for the duration of the specific event.

The board and officers of the club will ***not*** pass your personal information to a third party without first seeking your permission.

How we store your personal information

Manually processed information is stored securely by the Officers of the society.

We keep the information provided on your application form for the period of your membership, plus one year.

After that period records held electronically, or as hard copy will be disposed of in line with the societies documentation policy.

Records or copies of records held in any electronic format are held on suitably secured personal computers accessed only by specific officers of the societies

It is intended to eventually migrate these records to a cloud-based system to further increase security and progressively reduce the dependence on hard copy documentation

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.

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

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

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 :

The Secretary

Ormskirk and District Historical Society

[Email: pam_OHS@btinternet.com,

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting;-

The Secretary

Ormskirk and District Historical Society

[Email: pam_ohs@btinternet.com,

]

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>