

For the Attention of BHS Members and Contacts in Associated Societies & Groups

BIGGLESWADE HISTORY SOCIETY PRIVACY NOTICE IN RESPONSE TO GDPR (General Data Protection Regulation)

How the Society stores, protects and uses the information you give us.

- We collect the following personal data from individuals who join the Society and from interested contacts in associated societies and organisations:
Contact details – name, address, telephone numbers, email address
The Society does not maintain any records of members' bank accounts.
Note: We only collect data that is personally provided by you to the Society.
- These details are stored digitally on spreadsheets kept by the Society's Chairman, Treasurer and Editor, who are the persons on the Society's Committee who most need to contact you. They are not stored on the Society's archive room computer, which is for general use.
- In the case of BHS members the details are taken from information you provide on your membership application and renewal forms. We update them annually and as and when you tell us of changes. The hard copy forms are stored by the Treasurer as a back-up and also as proof for the purpose of claiming Gift Aid on subscriptions, as the Society is a Registered Charity.
- We do not and will not make any of this information available to other organisations, groups or individuals, even other members, without first asking and receiving your individual consent.
- Group emails with Newsletter attachments, and occasionally other necessary or potentially interesting documents, are always blind-copied to members and contacts in affiliated groups, so that names and email addresses are not revealed.
Newsletter delivery people are given only names and addresses of members on their delivery round.
- The agreement of Committee members is sought before publishing their contact details in the Newsletter heading and in certain other Society documents that are publicly available.
- When membership ceases we continue to hold contact information for some years but will not seek to contact previous members except in exceptional circumstances, for example, if a family or local history enquiry comes in which we feel an ex-member may wish to know of or respond to. Such enquiries are always channelled through an appropriate Society Committee member, so that contact details are not given to a third party without the former member's consent being first obtained. The same safeguard applies to current members and associates who have supplied personal contact details.
- When a contact from an affiliated society or group ceases to operate, we delete their details and request a new contact in their organisation.

HISTORICAL INFORMATION STORED IN OUR ARCHIVES AND PUBLISHED IN OUR PUBLICATIONS AND ON OUR WEBSITE

- As a history society it is our business to collect, store and share historical information relevant to our area and community.
- We will not make publicly available any information offered to us that we judge to be of a private or sensitive nature likely to offend persons living.
- Material knowingly donated to us for our archives will be deemed intended for public consumption but we may withhold or refuse to accept any material that we feel unsuitable for a community archive.