

THE RANMOOR SOCIETY

OUR POLICY CONCERNING MEMBERS' PERSONAL DATA

WHAT DATA DOES THE SOCIETY COLLECT AND STORE?

The Society collects the following items of personal data each year from its members when they join and then annually through the Membership Subscription Form:

- Name.
- Address.
- Telephone number.
- Email address (if given).

WHY DOES THE SOCIETY COLLECT THIS DATA?

Data is collected and stored to enable the Committee to run the Society efficiently for the benefit of its members. Specific uses of the data include:

- Enabling the delivery of Ranmoor Notes.
- Advising members about forthcoming Society meetings.
- Sending out subscription reminders.

HOW IS THE DATA HELD?

The data is held in two forms:

- On the Membership Subscription Form completed by members.
- On a computer spreadsheet.

WHEN IS THE DATA REMOVED FROM THE SOCIETY'S RECORDS?

Members' personal data is held for as long as they remain a member of the Society. It is deleted when membership is ended. The Membership Subscription Form is retained only for the current subscription year.

DOES THE SOCIETY SHARE MEMBERS' DATA WITH ANYONE?

Members' personal data is shared only within the Society for the purposes listed above. It is not shared with any individuals outside the Society or with organisations outside the Society.

WHAT RIGHTS DO MEMBERS HAVE REGARDING THEIR DATA?

Members have rights concerning their personal data held by the Society. These include the right to:

- Be informed about what personal data is held and how it is used.
- Request details of their personal data held by the Society.
- Have any mistakes in their personal data corrected.
- Have their personal data deleted.

WHO IS IN CHARGE OF THE DATA?

The Society's Data Protection Officer is the Membership Secretary.

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