

**Leatherhead & District Local History Society CIO: Registered Charity no. 1175119**  
**PRIVACY POLICY**

We take seriously our responsibilities to members under the **General Data Protection Regulation** ("GDPR": effective 25 May 2018). We are working to ensure that we are fully compliant with the necessary requirements and in line with the highest standards of ethical conduct.

**Why we are making this Privacy Policy available to you *and informing what YOU need to do?***

We hold some of your personal information that you provided when joining the Society. This includes (as appropriate to Society Members in your household) name, address, telephone number, email address, newsletter delivery preference. We also collect subscription information and whether Gift Aiding is applicable. Your confidence in us is important so we want you to know how we handle your personal information.

*WE NEED YOUR CONSENT TO CONTINUE COMMUNICATING WITH YOU*  
**PLEASE COMPLETE AND RETURN THE ATTACHED FORM**

**Why we collect your personal information**

We need to be able to administer the Society, to conform to the needs of our charitable status, and to the requirements of HMRC for those of you who are Gift Aiding. We also provide information by email about forthcoming events. We deliver our Newsletters in printed form (or via email) to your address. No automated decision making is done by the Society.

**How we store your personal information**

We want to make sure that your personal data is kept safe and up to date. To do this your application forms and the data from them is kept securely both physically and electronically. We update your information each time you renew and of course if you contact us with changes. We keep it only as long as may be legally required.

**When we will share your personal information**

We only share data as required by HMRC, and with the Friends of Leatherhead Museum for whom we collect subscriptions in the many cases where L&DLHS members are also Friends.

**Your rights**

You can at any time by application to the Membership Secretary:

- ask for the information we hold about you.
- ask for your data to be deleted, though of course that would effectively be resignation from the Society.
- specify how we may contact you. In effect as will be advised on the application form, we will take this to be via the information you choose to provide on the application form.
- choose to withhold your telephone number (or if you have one, your email address but please recognise that this may limit the services we can provide).
- choose at any time to tell us that you no longer wish to receive particular communications.

This policy will be part of our Membership Application Form and will be provided on our website. It will be reviewed annually. The Society has designated the Membership Secretary and Treasurer as the people you can initially contact about Data Protection - their details are in each Newsletter.

**IMPORTANT - WHAT YOU NEED TO DO NOW PLEASE**

Please complete and return the attached form.

24 May 2018

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**Please (1) complete and detach this Consent Form from the Privacy Policy page  
and (2) return it as requested below. Thank you.**

If there is another member of the Society in your household our reasonable presumption is that you had consent when applying for their membership.

We need you to confirm to us that we may contact you in the following ways as appropriate to you: the choices are yours: please tick your choices

**delivery to your address** - this is essential for delivery of printed newsletters and communications where email is not used

**email** - this is essential where electronic delivery of newsletters and communications is preferred

**phone** - sometimes we may need to call you e.g. if your email address is not working or to respond to calls from you or as a matter of urgency

Please enter in capitals\* your:

\*Name:

\*Address:

Signature:

Date:

TO: L&DLHS MEMBERSHIP SECRETARY [GDPR],  
LEATHERHEAD MUSEUM, 64 CHURCH STREET, LEATHERHEAD KT22 8DP