RECORD SOCIETY OF LANCASHIRE AND CHESHIRE

Regd Charity No 500434

Data Protection - Policy

Except as already instructed, members’ addresses and contact details are held on computer for the use only of furthering the aims and objects of the Record Society of Lancashire and Cheshire as set out in the Constitution of the Society. Personal details will not be shared with any third parties except as required by law or with those who are fulfilling necessary tasks on behalf of the Society. For example, we share details with the distributors in order to distribute members’ volumes. Paper copies of data defined in legislation as ‘sensitive’, in particular members’ bank details on Gift Aid declarations, are kept securely. For tax purposes, in order to be able to show HMRC information relating to Gift Aid, we need to retain members’ details for seven years after they cease to be members.

Any member with questions should contact the membership secretary either in writing at 5 Beechwood drive, Alsager, Cheshire ST7 2HG or by email at [jimsutton37@hotmail.co.uk](mailto:jimsutton37@hotmail.co.uk).