

Levens Local History Group Privacy Policy

Levens Local History Group (LLHG) is committed to keeping the personal details of our members safe. LLHG will never sell your personal data or disclose it to third parties.

This policy explains how and why we use your personal data.

1. LLHG uses your personal data to keep in touch with you and to manage your membership by

A) Sending you details about LLHG when you first join us

B) Processing your subscription payments

C) Sending you membership renewal notices

D) Sending you information about our activities and about other local history events that we feel may be of interest to you.

When your membership has ended, unless we hear from you to immediately stop further contact, we will continue to send you information for a maximum of 6 months.

LLHG has assessed that the lawful basis for processing your data is 'Legitimate interest'; i.e. we have identified a genuine and legitimate reason to contact you, enabling us to send you the information listed above by email or post, or to contact you by telephone (dependent upon what information you gave when joining us).

3. LLHG collects your basic information (name, postal address, telephone number and email address) directly from you upon joining LLHG. Our website does not use 'cookies'.

4a) All of the personal data we hold is processed and held only by our secretary and our treasurer for LLHG's management purposes. It is held on password protected computers.

b) We only use and store information while it is required for LLHG's management purposes.

5. We respect your control of your data.

a) If you have any questions about any elements of this policy, please contact us.

b) If you wish to obtain a record of the personal data we hold about you, we will respond within one month.

c) If we have information about you that is inaccurate or incomplete, we will update it.

d) You can ask us to remove your personal details from our records or to stop using your personal data.

Should you wish to find out more about the information we hold about you, or about our privacy policy, please contact us:

Stephen Read, secretary, Levens Local History Group

Telephone: 01539560318

Email: levenshistory@btinternet.com

Address: Black Castle, Levens, Kendal, LA8 8PA

For more information on your individual rights, please contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF. Telephone: 0303 123 1113 Email: casework@ico.org.uk