

Privacy Policy and Procedure

The Group's Privacy Policy and Procedure is compliant with the General Data Protection Regulation (effective 25th May 2018). We ensure all personal data provided by our members is held safely and that only data necessary to achieve our aims is retained.

What data is held?

We hold individual member names, postal addresses, email addresses, contact telephone number/s, dates of joining and we maintain a register of attendance to our regular meetings.

How is the data held?

Member names, postal addresses, email addresses, contact telephone numbers/s and dates of joining are kept electronically on a spreadsheet (database) held on the Group's Treasurer & Membership Secretary's personal computer. The data is transcribed from Membership Application forms.

A written register of attendance at regular meetings is held in an 'Attendance' log book that attending members sign at the start of each meeting. This log book is held by the Group's Treasurer & Membership Secretary.

Why do we hold the data?

We hold this data so that we can contact members by post, email and telephone to advise of forthcoming meetings, talks, events, snippets of local/national industrial archaeological and historical interest, subscription renewal and for the circulation of the Group's newsletter.

How do we handle the data?

We do not share personal data with other group members or external bodies. We explicitly do not pass the membership database to any third party for marketing activities.

Members who wish to contact other members should address their request through the Group's Treasurer & Membership Secretary who will forward the request to the individual to seek authority to exchange contact details.

Former members and members whose subscription has lapsed for more than six months are removed from our database. We hold no contact data on former members.

Can I view my personal data?

Yes, you can request visibility of the data we hold on you at any reasonable time.

Can I request my personal data be deleted?

Yes, you can request your personal data be deleted. You can also opt out of receiving specific communication types if wanted.

Graham Smith
Secretary