



Lancashire Local History Federation

Policy on collecting and processing personal information

The Lancashire Local History Federation collects the following personal information:

1. the names, addresses, emails (where available) and telephone numbers of individual members
2. the names, addresses, emails and telephone numbers of nominated society contacts

This personal information is stored on a private computer database which is encrypted. e copies of membership forms are stored on an encrypted file, while hard copies are filed securely.

There is an encrypted back-up copy of the database and computer files in case of computer failure.

Only the Membership Secretary and Treasurer of the Federation have access to personal information which remains confidential to the Federation and will not be released to third parties or used for any other purposes than Federation business.

Personal information of past members or out-of-date details will be routinely deleted from the database and files. Information on booking forms and membership forms in hard copies which are no longer current will be shredded.

Members have the right to check the personal information the Federation has stored on them by contacting the Membership Secretary.

Members have the right to change their personal details by informing the Membership Secretary.

Members have the right to have their personal information removed from the database at any time by informing the Membership Secretary, although this may affect the ability of the Federation to communicate with this member.