

HHS Privacy Policy: collection, retention and deletion of personal information

The Society has duties to respect data and this means that the society is responsible for how and why personal information is used.

The Society is committed to respecting the privacy of members and others who provide their personal information to it, and to complying with the Data Protection Act and any other relevant privacy laws. Its commitment to data protection principles is set out in our [Data Protection Policy](#).

Collection and Use of Personal Information: Membership

Members of the Society provide personal information (title, gender, first name, surname, home and work email addresses, home and mobile phone numbers) when they join the Society. It is the responsibility of members to notify the Society of updates to their information.

Need to hold and process data

The Society will hold and process membership data as it is necessary for the purposes of its legitimate interests in operating as a charitable historical society, and will do so except where such interests are overridden by the interests, rights or freedoms of a member.

The Society needs to use membership data

- to provide information to members
- to manage the society's facilities, assets and finances
- to maintain compliance with its policies.

Access to and use of the database is restricted to individuals who are authorised by the trustees. Others with specific functions such as IT experts or contractors, or auditors may need to access data for relevant purposes.

Membermojo

The Society uses the software [membermojo](#) to process and store membership data. The privacy and security policies of this software can be accessed using the links below:

- <https://membermojo.co.uk/gbpod/help/privacy>
- <https://membermojo.co.uk/gbpod/help/security>

Collection and use of personal information: Enquirers, contractors and third parties

The Society will hold and process personal information relating to individuals who make enquiries about historical information; researchers, authors, writers, historical societies and other relevant contacts.

Retention and Deletion

When individuals provide the society with personal information it is only retained for as long as it is needed. All personal membership information held by the society no longer required is deleted in a structured, secure and timely manner.

Disclosure of Personal Information

The society will only disclose such information to lawful authorities for the purpose of investigating crime or civil wrongs.

Monitoring and Recording of Calls

We do not monitor or record calls.

CCTV

The Society has no CCTV facilities.

Right to Access Information

The Data Protection Act provides people with a right of access to a copy of any personal information the Society may hold about them. This is called the right of subject access.

The Society reserves the right to verify the identity of the person making the request, using all reasonable means. The Society is required to provide applicants with a copy of relevant personal information within a month. If the information held is shown to be incorrect the Society will make the necessary amendments.

The Society reserves the right to charge a reasonable fee when a request is manifestly unfounded or excessive, particularly if it is repetitive.

Right to object or request erasure, or restriction

If an individual wishes his or her personal data to be erased or restricted, or to object to their data being used on grounds relating to their particular situation, the Society will comply with the request. The Society may decline to comply with an objection or a request to erase or restrict data to comply with a legal obligation or for the performance of a public interest task or exercise of official authority; for public health purposes in the public interest; or for the exercise or defence of legal claims.

The Information Commissioner's Office (ICO)

The ICO is the public authority to which complaints or appeals can be made about data protection matters. For further information on the Data Protection Act and on the rights contained in the EU General Data Protection Regulations and how they are given effect in UK law, please visit the following website: www.informationcommissioner.gov.uk