

Bury and District Local History Society

Data Protection Policy

Bury and District Local History Society is established with the objects set out in its rules and is a data controller within the UK

The personal information referred to in this Policy may include names of the members, contact details, service records, attendance at meetings and events, payment records and such other information as may be necessary for the effective management of the legitimate interests of Bury and District Local History Society.

Any person wishing to verify the information held by Bury and District Local History Society may apply in writing to the Honorary Secretary.

Bury and District Local History Society collects and holds personal information about:

- 1) The Committee and of its members, others who assist the Committee, and those who offer their services to the Society e.g. as lecturers.
 - This information is used to facilitate the administration and running of the Society and is held electronically and in paper files and circulated by the Officers of the Society as listed below. The remaining Committee Members hold information on the general membership of the Society.

The contact details of the Officers of Bury and District Local History Society allocated to particular roles may be published generally.

- 2) Others necessary for the conduct of the business of Bury and District Local History Society.

- This information is used to satisfy a requested service or supply requirement and may be retained to confirm the outcome.

- 3) Researchers as the creator of images and information used in the activities of Bury and District Local History Society.

- This information is managed subject to the rules of Bury and District Local History Society for meetings, publications, events etc.

The Honorary Secretary of Bury and District Local History Society holds archive material electronically and in paper files regarding membership, records of meetings, publications etc. from the year 1999 onwards.

Officers of the Bury and District Local History Society holding information necessary for its management:-

- 1) The Chairman of the Society
- 2) The Honorary Secretary
- 3) The Treasurer
- 4) The Minutes Secretary
- 5) The Librarian of the Society
- 6) The remaining Committee Members