



Lecale & Downe Historical Society

Privacy Statement

July 2018

Information for Members

The Lecale & Downe Historical Society (the Society) obtains information about you in the course of its dealings with you. This privacy statement explains how we use any personal information we collect.

What information do we collect about you?

The only information we hold about you is the information you provide.

How will we use your information?

We only use your information for the purposes for which it was intended. Personal information we collect includes details such as your name, postal address, contact telephone number and email address. You will have given this information as part of your application to become a member of the Society.

We will mainly use this information:

- To keep a record of your membership with us.
- To inform you of the lectures and activities of the Society.
- To invite you to Society events.

The legal basis for using your information.

There are lawful reasons that allow us to process your information and one of these is to fulfil the contract with you as a member of the Society. The other is called 'legitimate interests'. This means that the reason we are processing information is because there is a legitimate interest for the Society to process your information to help us achieve our purpose of encouraging public interest in, and promotion of, the

President: Walter Love MBE **Chairman:** Roderick Downer **Vice-Chairman:** Marian McGreevy

Secretary: Patrick Cross – 25 Saintfield Road, Crossgar, BT30 9HY

Treasurer: Philip Blair – *Ganimor*, 26 Marian Park, Commons of Clanmaghera, Ballykinlar, BT30 8DJ

Membership Registrar: Wendy Osborne OBE - *Hawthorn Cottage*, Castlemahon, Strangford, BT30 7BB - Tel: 028 44 881329

Web: www.lecalehistory.co.uk

Email: info@lecalehistory.co.uk

Facebook: www.facebook.com/lecalehistory

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study of local history and environment, particularly of the Barony of Lecale and adjacent areas in County Down.

Storing your information.

The personal information we collect about you will mainly be used by key volunteers involved in the organisation of the Society the Honorary Secretary, Membership Registrar and Treasurer.

We will never sell or share your personal information with other organisations so that they can contact you for marketing activities. The Society will however share your information with HMRC when you have given signed permission for us to collect gift aid on your membership fee.

Keeping your information safe.

We store all your information securely, we restrict access only to those who need it. Your information will only be retained for as long as necessary. Your information will normally be deleted or destroyed within 3 years after the end of your relationship with us, or 7 years in the case of financial records.

Access to your information.

You have the right to request a copy of the information that we hold about you. To request this information, you can email wendy.e.osborne@icloud.com or by post to Wendy Osborne OBE, Hawthorn Cottage, Castlemahon, 76A Ballyculter Road, Downpatrick BT30 7BB. We will require proof of your identity before the information can be given. We aim to reply as promptly as possible within one month of the request. Requests which are unfounded, excessive or unreasonable may be refused and you will be advised if this is the case.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to complain about our handling of your information.

If you are not happy with the way we have handled your information please put your complaint in writing to the Chairperson of the Society: Mr Roderick Downer, 20 The Craig Road, Ballynacraig, Downpatrick, Co Down, BT30 6BG. You also have the right

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to complain to the Information Commissioner's Office (ICO). Information about how to make a complaint can be found at www.ico.org.uk

Other websites

Our website may contain links to other websites of interest. This privacy statement only applies to the Society website, so when you click on a link to another website you should be aware of their own privacy statements.

Changes to the privacy and data protection statement will be kept under regular review. The latest update was July 2018.

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