

The Towneley Hall Society

Privacy Policy (February 2018 – In accordance with the new General Data Protection Regulation (GDPR) 25/05/2018)

The Towneley Hall Society (THS) is a registered charity (No 515939)

The Society was formed in 1965 to establish a circle of friends of Towneley Hall. The aim is to help stimulate public interest in the Hall and to protect, preserve and enhance the amenities of the Hall (and gardens).

The Towneley Hall Society relies on its membership to help fund and support its activities.

THS only holds its members personal information as is strictly necessary to perform its functions, and as your privacy is important to us, only those committee members who require access to members personal data needed to carry out the work of the Society are provided with access. We do not share members personal data with any third parties.

In order for us to carry out this function, please provide your consent by providing your signature and date of signing on the bottom of the annually issued Application form for Membership of the Society, to allow us to contact you by the most appropriate method ie, Mail, Phone or Email, to enable us to provide you with information as necessary such as receipt of newsletters, notices and event invitations.

You are entitled to withdraw this consent at any time by communicating with the THS Secretary, by email or letter.

All members are responsible for checking that the information they have provided to the Society on their Yearly Membership Application Form is accurate and up to date and that any subsequent changes to their Personal Information is notified to the Society's Secretary by email or letter at their earliest convenience.

Personal Data Security

Any THS Committee member whose responsibility involves storing Personal Data, whether in electronic or paper formats must take responsibility for ensuring that:

Any Personal Data they hold is kept securely.

Personal Information is not disclosed either orally or in writing or by any other means to any third party.

Printed Personal Information is kept in a locked filing cabinet, drawer or safe, where unauthorised personnel cannot access it and should be shredded when no longer needed.

With computerised information, it must be protected using strong passwords that are regularly changed and covered with access rights to authorised personnel only and backed up regularly using a password protected and encrypted external hard drive.

Any data stored on memory sticks or external hard drives must be locked away securely when not in use.

Disposal of Personal Data

Where a record of members Personal Data is disposed of, the following procedures will be followed.

All paper documentation containing Personal Data will be permanently destroyed by shredding.

All Personal Data stored on a computer will be permanently erased.