

WDPS Privacy Policy

Wheathampstead and District Preservation Society (“WDPS”) treats your privacy rights seriously. This privacy policy sets out how we will deal with your ‘personal information’, that is, information that could identify, or is related to the identity of, an individual.

What personal information do we collect?

When you express an interest in becoming a member of WDPS you will be asked to provide certain information. This includes:

- your name
- home address
- email address
- telephone number
- your subscription preferences, e.g. pay by standing order.

How do we collect this personal information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the WDPS. In order to keep you informed about activities that WDPS is involved in or concerned with we need to store and process a certain amount of personal data.

How do we use your personal information?

We use your personal information:

- For administration, planning and management
- To communicate with you about activities that WDPS is involved in or concerned with

We will send you messages by email, post, other digital methods and telephone to advise you of WDPS activities.

Who do we share your personal information with

We may disclose information about you including your personal information

- internally - to committee members as required to undertake our activities;
- if we have a statutory duty to disclose it for other legal and regulatory reasons, but in that case we will inform you first.

How long do we keep your personal information

We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than 24 months after the expiry of your membership. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst the issues are investigated or

resolved. Where this is the case member(s) will be informed as to how long the information will be held for and when it is deleted.

How your information can be updated or corrected

To ensure the information we hold is accurate and up to date, members need to inform the WDPS as to any changes to their personal information. You can do this by contacting the membership secretary as detailed on the WDPS website. Should you wish to view the information that WDPS holds on you, you can make this request by contacting the membership secretary – as detailed above. We will usually respond within 14 days of the request being made.

How do we store your personal information

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use or modification. Your membership information is held on a password protected spreadsheet and accessed by Committee Members – as appropriate.

Availability and changes to this policy

This policy is available on the WDPS website. The policy may change from time to time. If we make any material changes we will make members aware of this via the Newsletter.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us at info@wheathampsteadpreservation.org.uk or speak to one of our committee members.