

# Cumbria Local History Federation: GDPR

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**We are committed to protecting our members' personal data. This privacy statement sets out the way we collect, store and process your personal information in accordance with current UK data protection legislation (the Data Protection Act 1998 and the General Data Protection Regulation (GDPR)). We may update this policy to ensure compliance with legislation.**

## **The information we hold on you:**

The information we hold comprises the name, telephone number, address, and email address of our members, representatives of our member groups, and those subscribing to our e-newsletter. This is personal information that you have supplied to us which we use only to contact you about membership, news and events, our website or the Bulletin: it is never passed to anybody outside the CLHF committee without your explicit permission. Occasionally, we may contact you with news of outside events: if you would prefer not to receive these emails please contact [membership@clhf.org.uk](mailto:membership@clhf.org.uk) as you can be placed on a restricted mailing list.

Payments are recorded for membership, event bookings, donations and sales, the date banked and that a receipt has been sent.

As Membership Secretary, I keep a list of when & where your Society meets, your Society's website address and current membership/visitor fees. Your membership numbers help us assess our overall membership number, and your Society's meeting details help me to maintain the Events Diary on our website, [www.clhf.org.uk](http://www.clhf.org.uk).

All of the above information is kept on spreadsheets on a password protected laptop. Hard copy – e.g. membership & booking forms – is destroyed once the details have been transferred to the computer.

For practical reasons (in case of query by you), your contact details are kept for two years, the current year and the year before. If there has not been a response from you within that time, your record will be deleted.

You may update your contact details by contacting me, Liz Kerrey: [membership@clhf.org.uk](mailto:membership@clhf.org.uk)

In case of queries or complaint or if you wish to unsubscribe please contact me either as above or at the address below.

**Liz Kerrey (Data Controller, Cumbria Local History Federation).  
6 Marshall Terrace, Shap, Penrith, CA10 3NX**