

Devon Family History Society How we use your data

Devon Family History Society respects your privacy and is committed to protecting your personal data. The Society's Privacy Notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

A copy of the Society's Privacy Notice may be found [here](http://www.devonfhs.org.uk/documents/FORM_1_Devon_FHS_Privacy_Notice.pdf)
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Purposes for which we will use your personal data are listed below.

We will only use your personal data when the law allows us to. Most commonly, we will keep and use your data if we have a legitimate and/or contractual reason for keeping it. Your details are used to fulfil our contract with you and also if the Society needs to contact you for administrative matters. All computers holding your information are password protected and our Membership Database and Members' Area information are encrypted.

1. The following is held in an encrypted database by the Membership Secretary who is also the Data Manager. Your name(s), address, postcode, membership number, membership status, method of payment, date of joining/resignation, plus email and telephone number if you have provided them. A back-up is held by the Deputy Membership Secretary and the Chairman.
2. The Members' Area Coordinator holds your name, membership number and postcode on a secure password protected system to identify you when you register in the Members' Area.
3. Tree House holds your name, membership number and postcode on a secure password protected system to verify your admission to Tree House as a member.
4. The Gift Aid Coordinator holds your signed Gift Aid Declaration in a secure office.
5. The Membership Secretary provides your details to the Printer for posting out the quarterly Devon Family Historian. Information is deleted from the Printer's system immediately after printing address inserts. The Printer is registered with the Information Commissioner.
6. Ordering from Devon FHS's Online Shop is detailed in the Shop's Terms and Conditions. No credit or debit card details are available to the Society.
7. Our Website, Members' Area, Online Shop and Membership Database are designed by a commercial company, which observes GDPR regulations. Updating these may require a commercial company to access your personal data for specific reasons.
8. You manage your own interests on the Members Area. Your password and contact details are encrypted.
9. Articles submitted for publication in the Devon Family Historian include your name, address, membership number and email.
10. Your email or address is used to send you one reminder for an overdue subscription.

We only use your personal data for matters as listed and will not disclose any information to a third party without your explicit permission, however please note that we may process your personal data without your knowledge or consent where this is required or permitted by law.

Please read the Privacy Notice and information included on this form very carefully, then complete by indicating your preferences using the online joining/renewal forms

OR print this form, complete the details below and send by post to:

Devon FHS Data Manager, Devon FHS, PO Box 9, Exeter, Devon EX2 6YP

PLEASE INDICATE CLEARLY. For the duration of my membership, I agree to give Devon FHS permission to use my postal address YES/NO my email address YES/NO my telephone number YES/NO

Name in Capitals

Membership number

Signed

Date

I am able to withdraw my consent to storage, processing and use of my data at any time by contacting datamanager@devonfhs.org.uk or by post to: Devon FHS Data Manager, Devon FHS, PO Box 9, Exeter, Devon EX2 6YP

My details will then be removed, except for Gift Aid and Inland Revenue purposes