



## *RINGWOOD NATURAL HISTORY SOCIETY*

### **THE GENERAL DATA PROTECTION REGULATIONS.**

Ringwood Natural History Society has to comply with the above Regulations. All Members must give their permission for the Society to use the data held about you.

#### **The Data the Society holds about You.**

The Society holds the following data for each Member, so we can contact you:-

- The Member's given (or preferred) name and surname.
- The Member's email address where available
- The Member's telephone number, either landline, mobile or both
- The Member's postal address.
- The route by which New Members join

The data is controlled by the Society's Membership Secretary It is shared with all the Committee and those immediately associated with the Committee. The preferred order of contact is email, then telephone, then by postal mail.

#### **The length of time your data is held by the Society**

The Society holds your data whilst you remain a Member and for one year after membership has lapsed (in case you re-join within the year). It is then removed from the database, sooner if requested. When a Member dies, the data is removed immediately. When a Committee Member steps down, he/she is obliged to delete his/her copy of the database.

#### **How the Society uses Your data.**

Your data is only used for legitimate RNHS business. It is never shared with outside parties, nor used for advertising purposes. The exception is the walk leaders' telephone contact details included on the last page of each programme. These are available to all members and are published on the Society's web site. Your details are never revealed to another member by the Committee. Single requests made by a Member for contact details of another Member are forwarded to that Member.

The legitimate business includes:-

- Providing Members with information relevant to the Society, including the programme and any changes, social events etc.
- Notifying Members of external events which may be of interest.
- Providing Members with details of the AGM, previous minutes and other documents related to the running of the Society.
- Contacting Members to pass on news, enquire about the wellbeing of Members and for the Secretary to send appropriate cards.
- In the case of the route by which New Members join, to analyse the most effective method of advertising the Society.

#### **Your Permission (or otherwise) to hold and use the Data.**

The form overleaf includes space for you to agree for the Society to use the data it holds on you, as described above. If you do not agree, we shall delete your data, but we may then not be able to contact you.



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**PLEASE PRINT CLEARLY      PLEASE TICK APPROPRIATE BOXES**

Given Name(s) \_\_\_\_\_

Preferred Name (if any) \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

Landline \_\_\_\_\_

Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

I have read and understood the information overleaf.

I give permission for my details to be held and used for the purposes described, and in the case of being a walk leader agree to my telephone number being used in the programme.

Please remove my details from the RNHS database

Please indicate in the space below how you learnt about the society, e.g., through friends, the RNHS website, details in local papers, through Greyfriars, by accident!

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

NOTE. If you agree to the Society holding and using your data as specified, please ensure that your contact details are kept up to date. Please advise the Chairman, Secretary or Membership Secretary of any changes

Membership Secretary Use Only

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