

LONDON WESTMINSTER & MIDDLESEX FAMILY HISTORY SOCIETY



CONSENT FORM

The General Data Protection Regulation (GDPR) - 25 May 2018, applies to all organisations in the EU that process personal data.

London Westminster & Middlesex FHS holds personal data on all members for the purpose of administration, operation of the Society and delivery of the journal METROPOLITAN: Members name, address and email; Membership number; membership fee; method of payment; date payment given to Treasurer and renewal date.

Consent is at the heart of the GDPR. All our members must **actively give consent** to the use of their data by LWMFHS.

YOUR DETAILS

Title.....Name.....

Membership Number.....Telephone number.....

Address.....

Postcode/Zip code.....Country.....

YOUR DATA PROTECTION DETAILS:

I have read the Society's Privacy Policy: Please tick. (See the enclosed copy or our website)

I give LWMFHS permission to use my postal address for Society business YES NO

I give LWMFHS permission to use my email address for Society business YES NO

I give the Membership Secretary permission to use my telephone number YES NO

Signed.....Dated.....

Every member has the right to access, erase and restrict use of their data.

This is our Consent Form for the Data Protection Regulations, please fill it in and either scan it or post it to: **LWMFHS Membership, 7 The Drive, Off Lyonsdown Avenue, NEW BARNET EN5 1DZ**



LONDON WESTMINSTER & MIDDLESEX FAMILY HISTORY SOCIETY

PRIVACY POLICY

The privacy and security of your personal information is important to us. This Privacy Policy explains how and why we use your personal data.

This policy applies if you are a member of our Society or use any of our services, visit our website, email or write to us.

London Westminster & Middlesex Family History Society (LWMFHS) is a not-for-profit organisation run by volunteers. A copy of our constitution can be found on our website or is available from our Membership Secretary.

LWMFHS collects some or all of the following personal data, for the purpose of administration, the operation of the society and delivery of its journal METROPOLITAN.

- Name and title.
- Postal address and postcode.
- Email address.
- Telephone number.
- Method of contact.
- Membership details (date joined, subscription preference and membership number).
- Payment information (date paid, the amount and payment method).

LWMFHS has a contractual relationship with its members, whereby they pay a membership subscription to enable us to provide membership benefits, such as organising meetings and sending out our journal, METROPOLITAN.

Members' personal data comes to us on paper or in digital form (membership and renewal) and is retained. Our Membership Secretary holds all paper forms in a locked fire-proof box. The Membership database is stored on computer in a secure cloud facility (Dropbox) protected by passwords. This data is only accessed by the Membership Secretary and the mailing list compiler.

Members who have requested our journal METROPOLITAN in a printed format have their name, postal address, membership number and renewal date passed to our printer on a mailing list for distribution. The mailing list is deleted after use.

Members who have requested our journal METROPOLITAN in a digital format have their email address passed to our mailing list compiler.

The Society only retains the membership database for the current year.

The Society only uses personal data to administer the functions of a family history society and to notify you of our latest news, activities and events. We will never sell personal data and will only share it with organisations we work with when it is necessary and the privacy and security of your data is assured (e.g. the print company we use).

Your rights over your personal data.

You have the right to request access to the personal data we hold about you.

You have the right to request the correction of personal data when incorrect, out of date or incomplete.

Whenever you have given us consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

You have the right to erase your data.

You have the right to cancel your membership and ask for your details to be removed.

You have the right to be informed of any data security breach.

You can contact us by emailing the Membership Secretary: membership@lwmfhs.org

We will amend this privacy policy from time to time to ensure it remains up to date. The current version will always be posted on our website.

London Westminster & Middlesex Family History Society
Last updated 23 November 2023.