



# History of Kirkby Group Privacy Policy



In this notice, whenever you see the words “we”, “us”, “our” it refers to the *History of Kirkby Group*, hereinafter referred to as “The Group”.

The privacy and security of members personal information is extremely important to us. The Group collects and uses such personal information strictly in accordance with the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR). This Privacy Notice explains what personal information we collect about members and how it is used.

## What personal information do we collect about members?

The personal information that we collect about members is used to help us manage and run The Group. We will only collect the information that we need to achieve that.

Personal information that we collect includes:

- Name;
- Email address or, optionally, an alternative means of contact;
- An indication to show whether you are in full-time education or not (but no specific details regarding where, or what your age is);
- An indication to show whether you reside in Cumbria or not (but not your address unless already supplied as an alternative means of contact).

## When and how do we collect personal information about members?

We collect information about members when they register with us using our membership form.

## How will we use the personal information about members?

Subject to the preferences stated in the membership form, we will use such details to send members information about our activities including meetings, publications, trips and information from other history groups that is considered to be of legitimate interest to The Group’s members.

## Who has access to members information?

Only the Treasurer, Secretary and Chair of The Group have access to members data – strictly for the purposes of managing The Group and its activities.

We do not share members information or sell such information to any other organisations. Any sharing of information within The Group will be on a strict ‘need-to-know’ basis, or with prior consent from yourselves.

## How do we store members information?

The membership list is stored in a way that ensures appropriate security, including protection against unauthorised processing, access, loss, destruction or damage. The membership list is held either in physical form, where commensurate security measures will be put in place by the holder of that physical information, and/or electronically where the data will be suitably password protected.

## Right of access

Members have the right to request a copy of the personal information that we hold and have the information updated, or deleted, as appropriate. If subscriptions are not paid within 6 months of the AGM, then it will be assumed that membership has ceased and all personal details that are held will be deleted. All questions with regard to membership data should be directed to the Treasurer, the contact details for whom can be found on the **History of Kirkby Group** website, <https://www.history-of-kirkby.org/>, also accessible via the QR code at the head of this document.

## Changes to our Privacy Notice

We may update this Privacy Notice to ensure that it remains up-to-date and to incorporate any new legal requirements as necessary. If any such changes need to be made, then all members will be notified accordingly.

## How to contact us

If you have any questions about this Privacy Notice or about the information that we hold please contact us using the contact details on the **History of Kirkby Group** website <https://www.history-of-kirkby.org/>, also accessible via the QR code at the head of this document.

You can find out more information on Data Protection on the Information Commissioner's website- <https://ico.org.uk/>.

*This Privacy Notice was last updated on March 17, 2026 (correction of coat of arms and addition of – and reference to – QR code only)*

*This Privacy Notice was implemented on April 16, 2025*