



Data Protection Policy statement

May 2018

LDAS will only hold personal data about you as a member which is relevant to the running of the Society and its activities. This will include your name, postal address, email address and the telephone contact number that you provide on the Membership Form.

You have the right to request to see what information the Society holds about you and to have it updated, corrected or removed at any time. To do this you can contact the Membership Committee member (membership@ldas.org.uk). This contact information is also available on the Society website at (www.ldas.org.uk). If in doubt please put your request in writing and hand your request, addressed to the Membership Committee member, to any of the Committee team at the monthly meeting (<http://www.ldas.org.uk/about-us/activities-and-meetings/committee-meetings/>).

Storage of your data

We endeavour to store your data safely using a password protected spreadsheet with the knowledge of the password limited only to Committee Members. We will hold membership details for a maximum of 2 years (previous year plus current) or until you request that we remove you from our records whichever comes first. If you cease to be a member then your data will be removed from our spreadsheet. Please note that we cannot remove any personal data from material that may already have been published before you made your request.

Sharing of your data

We do not share your data with third parties other than what is required for the newsletter and event notification service which uses a third party to send the emails. For this service we only provide a name and email address to the third party. The third party service we use has a data policy that prevents them from sharing the data we provide to them.

Publication and use of photographs

LDAS may arrange for photographs to be taken at Society events and may publish these on the LDAS website, LDAS Facebook page or in the Society newsletter. We will let you know at the event if this will be happening. However, with the widespread availability of media devices LDAS cannot prevent other people from taking or distributing images taken at Society events.