



WSFHS Data Protection Statement

West Surrey FHS collects names, addresses, telephone numbers, email addresses, type of membership, whether Gift Aid is claimed and method of payment (no bank details are held). Members may volunteer information about their families. The data is held by the Society and used exclusively by them for contact purposes and dispatch of the quarterly journal Root and Branch only.

Data is held on Monumental Inscriptions, Members' Interests and SINDEX on a database on a hard drive; Total Descent Charts is a paper system held on behalf of the Society by the relevant volunteer. The Membership System is held on a hard drive by the Membership Secretary and on flash drives by the Centres, back-ups, webmaster and the Treasurer. The digital data is protected. Membership data is only viewed by Trustees, Centre Co-ordinators or designated representatives and the webmaster as required.

Members can only view the Monumental Inscriptions, SINDEX and Members' Interests online. The Total Descent Charts can be consulted by arrangement.

Membership System data is provided to the dispatcher for mailing the quarterly journal.

The GDPR statement is made available to members by publishing with the membership application leaflet and in the Root and Branch journal. Members have the right to have their information deleted by request; the right to see what information the Society stores on them; the right to have their details changed and the right to have their details erased if their membership ceases.

However, it should be noted that the Society may need to retain information after cessation of membership to meet legal requirements, such as required by HMRC.