

BDHS Personal Data Scheme: Compliant with the General Data Protection Regulation 2018

The Battle and District Historical Society (BDHS) holds all the personal data from completed membership forms on a locally-stored Excel spreadsheet that is not in the Cloud and is seen in full only by the Membership Secretary. The hard copy membership form is seen only by the Membership Secretary and Hon Treasurer.

The Society holds and uses personal data on the basis of each member's consent; as part of the contract between member and Society; and because the data are essential to the running of the Society. Only two Committee members have access from private computers with anti-virus protection to members' email addresses. These are used for circulation of the Society's monthly Newsletter, for circulation of links to lecture recordings, for urgent communications to members and for no other purpose.

Attendance lists are kept electronically and in hard copy and are seen only by the Membership Secretary.

A member's data are retained by the Society for two years after they cease to be a member. This period is used because it makes rejoining easier for the member and for the Society. After that period all the digital and hard copy data on a member or lapsed member, are destroyed.

A member's data are never shared with third parties without prior consent.

A member or lapsed member may ask free of charge to see the personal data which the Society holds on them by emailing secretary@battlehistorysociety.com and will get a reply within 21 days. They may also request alteration or removal and destruction of their personal data at any time by emailing the same address.

The Society's personal data scheme complies with the GDPR and with guidance from the Information Commissioner's Office (ICO) which is the UK's lead data protection authority. Any breach of personal data security would be for the Society's DPO, Jeremy Field, to rectify.

The Society's Data Protection Officer is contactable at membership@battlehistorysociety.com

Approved by the BDHS Committee 4 June 2026