

Pershore Civic Society (PCS) Data Protection and Privacy Policy

The Pershore Civic Society honours the privacy of its members, safeguarding any details held as a society. How we do this is described below:

PCS Data Controller is our Membership Secretary who holds any personal details of our members. These details are provided by members on their completed application form.

The information held is as follows:

Name, address, telephone number, and email address when given.

We use this data - to best achieve PCS objectives as in the Constitution. Data will be stored securely in electronic or manual form, held only by the PCS Membership Secretary and where necessary the Treasurer. Information may be used in the following way:

- To process Annual Subscription payments
- To distribute PCS publications and news of events (also on the website)
- To send out minutes and agendas appropriately – for committees and Annual General Meetings
- To update Members' information

Members' data is not made available to other officers of the Society.

PCS will never sell data to any third party.

Data-sharing with a bank is necessary to administer Standing Orders, direct debits, etc.

How long PCS maintains data and data subject rights:

The Society will retain your information for as long as it is necessary to enable it to carry out its aims or until any membership ceases.

You have the right to access the information held about you, and if necessary to rectify or update any information we hold. If you wish to do this, or if you wish to cancel your membership, please contact the PCS Membership Secretary and the PCS will act upon your request.

Membership Secretary: Debby Rowley, Manor Farm House, Pensham, Pershore, WR10 3HB