



## **Data Retention Policy**

As explained in the Society's **Privacy Policy**, membership of the Society is currently by a household and therefore membership only ceases when the last person listed in the Society's records for that household terminates their connection with the Society.

### **Data held**

Personal data obtained at the time of membership application or subsequently with specific member consent, will be held for the purpose of maintaining and providing benefits of membership of the Society and will include:

1. Full names
2. Preferred title
3. Postal Address
4. Telephone numbers (fixed and mobile)
5. Email address(es)
6. Gift Aid declaration and/or declaration withdrawal
7. Standing Order arrangements
8. Areas of interest in the work of The Society expressed through the membership application process or through any subsequent offers of help

### **Retention period**

Personal data will be retained by the Society for a maximum period after a member resigns, dies, is survived by a spouse or partner continuing to share that membership subscription or is otherwise determined to have lapsed that membership. This maximum period is currently seven years. If a member re-joins after a previous break in membership, any unexpired period following that earlier resignation or lapse of membership is lost and the maximum period is reset.

### **Other data**

Other personal data includes email addresses where supplied and which may be held and used for more than one purpose, i.e. for communications relating to membership administration (for which The Society has a legitimate interest) and/or for additional communication from The Society such as MailChimp emails of event details, news and matters of community interest, where consent has been given.

Retention for these purposes only will be for as long as specific consent has not been withdrawn or the service has been withdrawn.