

# Church of England Record Society

## Privacy Notice

### Who can I contact about the privacy policy of the Church of England Record Society?

The Church of England Record Society is a registered charity. If you need to contact us about this privacy notice, please write to the Honorary Secretary, Dr M. C. Martin.

### Why do we retain your personal information, and how do we use it?

We keep your personal information securely in order to:

- share your name and address with the publishers of the editions produced by the Society, so that they may be delivered to you
- contact you with communications about the Church of England Record Society, such as notices of the AGM, news of forthcoming volumes, reminders about subscriptions, and invitations to our annual lecture

### What is our legal basis for doing so, and what are the consequences if you withdraw permission for us to retain it?

Data protection legislation allows us to use your personal information in this way because you have paid a subscription specifically in order to gain access to the services outlined above, which we would be unable to deliver without such information. You must provide the personal information requested when joining the Church of England Record Society so that we can deliver our services, and it is your responsibility to ensure that this information is kept up to date to enable us to do so. You may withdraw your consent to such use of your information at any time by contacting the Membership Secretary, Dr Susan Royal.

### How long do we keep your information for?

We will keep your information while you remain a member of the Society. We will keep a list of the names of former members for archival purposes, but not addresses or email addresses.

## **Do we share your information with other organisations?**

Your name and postal address may be shared with the publishers of our series, Boydell and Brewer, in order to enable them to deliver the volumes to you. It will not be used for any other purpose by Boydell and Brewer.