

# Cumbria Vernacular Buildings Group

[www.cvbg.co.uk](http://www.cvbg.co.uk)



## CVBG PRIVACY POLICY

### 1. Summary Policy Statement

As a membership organisation, the **CVBG** collects and retains limited personal data about its members. The **CVBG** uses this data to provide and manage its activities. Members' personal data is held on secure computer systems and is regularly updated. Members' data is not shared with other members nor with third parties without members' consent. Contact with members is with their consent and in a manner agreed by them.

### 2. Compliance

This policy aims to comply with the Data Protection Act and the General Data Protection Regulation.

### 3. Data to be collected

Data held within computerised membership records will be limited to personal name, preferred title, full postal address, email address and a record of payments made and due. Other data may be collected from time to time, as necessary for particular projects, activities and events.

### 4. Use of data

Personal data is used by the committee, and persons appointed and controlled by the committee, to provide a record of the membership, to plan and provide membership services and to manage the **CVBG** in accordance with its constitution.

### 5. Retention of data

The **CVBG** retains a full computerised record of its membership for the current membership year and the previous two years.

### 6. Contacts

Members may request a record of their personal details held by the **CVBG** and may update their information at any time. Such requests are normally processed by the Membership Secretary. Any matters or representations concerning this privacy policy, or its management, should be addressed to the Secretary. The contact details of the Secretary can be found on the website [www.cvbg.co.uk](http://www.cvbg.co.uk)