

## DATA PROTECTION & GDPR (GIFT AID)

- Personal information that you give us (i.e. initial, family name, house number (or name) and postcode) will be held and used in accordance with HMRC requirements solely for the purpose of satisfying Gift Aid regulations.
- Individual Gift Aid forms are scanned and saved in digital format. Personal information is also held on an Excel spreadsheet.
- **All data is stored in a secure, password-protected area of our data server.**
- **Only authorised users have access to the information you share with us.**
- **Personal information held by us will never be shared with any other organisation.**
- If you have any questions regarding your personal data held by us please contact :-  
[dataprotection@historylinks.org.uk](mailto:dataprotection@historylinks.org.uk)

## DATA PROTECTION & GDPR (MEMBERS)

- Personal information that you give us (name, address, postcode, telephone number and email address) will be held and used in accordance with GDPR guidelines, solely for the purpose of maintaining a list of members as outlined in our governing constitution.
- Membership forms are scanned and saved in digital format. Personal information is also held on a 'Membership' Excel spreadsheet.
- **All data is stored in a secure, password-protected area of our data server.**
- **Only authorised users have access to the information you share with us.**
- **Personal information held by us will never be shared with any other organisation.**

## DATA PROTECTION & GDPR

- Personal information that you share with us will be held and used in accordance with GDPR best practice guidelines.
- Information is only stored for the purpose of maintaining a list of members (as required by our governing constitution) or to satisfy statutory bodies.
- Gift Aid and membership application forms are scanned and saved in digital format.
- Personal information is also held on Excel spreadsheets to maintain membership lists and a register of Gift Aid qualifying donations.
- **All data is stored in a secure, password-protected area of our data server.**
- **Only authorised users have access to the information you share with us.**
- **Personal information held by us will never be shared with any other organisation.**

*If you have any questions regarding your personal data held by us please contact :-*  
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