**LANDGUARD CONSERVATION TRUST (LCT)**

**PERSONAL DATA PROTECTION POLICY**

LCT adheres to all relevant UK and European Data Protection Legislation.

**Personal Data Held**

Membership details include member name, type of membership, ringing supplements, postal address, e-mail address, date of joining, gift aid registration.

**How Personal Data is used**

To send out subscription renewals & reminders.

To send out information on General Meetings.

**Data Storage**

On a password protected file.

**Access to Personal Data**

Restricted to the Chairman, Treasurer, Secretary & Membership Secretary. Members may request, in writing, personal data held on them.

**Changes to Personal Data**

Members must request changes in writing with proof of identity.

**Deletion of Personal Data**

When membership has lapsed for a period greater than three months, members resign or death once this information has been received by LCT.

April 2018