

## **LRFHS Membership Application / Renewal - Important-please read**

**Before you complete this form, please read the Terms and Conditions of the Society, as outlined below.**

Failure to indicate an answer to the questions may result in the Society not being able to fulfil its commitments to you, as under the new regulations, we must treat a question that hasn't been answered as a **negative result**.

### **Terms and Conditions of the LRFHS**

The annual subscription of the Society includes the publication of our journal, free access to our facilities at our Research Centre at Pilot House, Leicester, access to our Search Service (via Pilot House) and access to our Members Interest database.

1: All information provided to the Leicestershire & Rutland Family History Society (the Society) will be held and processed by us, the Society, in accordance with the Society's rules and regulations, as per our constitution; and with the regulations as laid down under the General Data Protection Regulations (GDPR), and the Privacy and Electronic Communications Regulations 1998 (PECR).

2: We will NOT, without having your consent, supply, sell or share any of your data, to any third party; **except**, for where such a transfer is a necessary part of the activities that we undertake in the running of the Society; and where we are required to do so by law.

3: We will normally keep your data for the length of your membership (see 3b as exception). However if you do not renew within two months of the end of the subscription year, (December 31st) we will assume that you do not wish to renew your membership, and clause 3b/c, will apply as regards expunging your data.

3b: Where you resign your membership, during our subscription year, then we will keep your data for 90 days after receipt of your membership resignation letter or e-mail, again this is for the Society to expunge your data from our systems.

3c: However, where you have agreed to participate in the gift Aid scheme, then we will keep your data for a period of 6 years to comply with HMRC rules.

4: As an individual, you have rights under the GDPR, some of which are shown here;

The right to be informed what we do with your data; the right of erasure; the right to object to what we do with your data; the right of access, and others.

Should you have any queries concerning your rights, please contact the Chair, at [chairman@lrfhs.org.uk](mailto:chairman@lrfhs.org.uk), or via Pilot House.

For more information please visit the following link [www.ico.org.uk](http://www.ico.org.uk), or contact the Chair.

#### 5: Marketing/Advertising.

As far as the Society is concerned, the term marketing and advertising, applies to our journal publication, as under the GDPR, our journal is classed as marketing/advertising and therefore we need your permission to send it out to the individual.

We will not send other advertising or marketing out to members.

#### 6: Electronic Communications

This refers, in the Society's case, to e-mail. Again, under the GDPR and the PECR, we need the individual's permission to use this method of communication. Members may unsubscribe from receiving electronic content at anytime by submitting a written request to the Society.

7: Our membership year runs from 1st January to 31st December each year.

8: Annual membership fees are non-refundable.

**Having read our terms and conditions, please complete the relevant questions on the subscription form, as failure to do so, whether by design or accident, will result in the Society not being able to process your information as required, as all questions not answered must be dealt with as a Negative reply.**

**Under the GDPR, you the individual, have to OPT-IN, therefore you must indicate where required, that you agree to the terms and conditions as stated.**

**Should anyone want any more information or have any queries, then please contact the Chairman, John Lovett on [chairman@lrfhs.org.uk](mailto:chairman@lrfhs.org.uk) or via Pilot House, Leicester.**

Please return the completed form to our Membership Secretary, together with any remittance due, at:  
LRFHS Membership Secretary c/o Unit 4b, Pilot House, 41 King Street, Leicester, LE1 6RN  
**OR** You can leave it at Pilot House.

(You can apply to join by credit/debit card online at our secure website at: [www.lrfhs.org.uk](http://www.lrfhs.org.uk) see Joining page)

