

## **Galpin Society Privacy Statement**

- The Galpin Society was founded in 1946 to promote the study of musical instruments.
- Names, postal addresses, email addresses and website addresses supplied by members who have joined the Galpin Society are held in a database. Members' names and addresses are used to create the labels sent to the printers for the Journal mailing once a year. The email addresses are used to notify members that a newsletter has become available on the website, or for occasional interim messages such as membership renewal reminders. Website addresses are added to the Galpin Society website where appropriate [www.galpinsociety.org](http://www.galpinsociety.org)
- Personal data is not kept for longer than necessary – details of members who cancel their membership or allow it to lapse are deleted.
- Members are asked to notify the Galpin Society Administrator [administrator@galpinsociety.org](mailto:administrator@galpinsociety.org) of any change in their contact details so that their personal data can be kept up-to-date.
- The membership database is held on a secure server and is password protected.
- We do not undertake any fundraising or marketing, and we do not share your details with any third parties.
- If you need any further details about how we manage your personal information you can contact the Chairman of the Galpin Society trustees, Graham Wells [grahamwhwells@aol.com](mailto:grahamwhwells@aol.com)
- If you are unhappy you have a right to complain to the Information Commissioner's Office, the independent regulator which exists to protect people's information rights [www.ico.org.uk](http://www.ico.org.uk)