

Warrington Literary and Philosophical Society

Privacy Policy and Data Protection

Introduction

The Warrington Literary and Philosophical Society (WarrL&P) is committed to protecting your privacy. This Privacy Policy explains how we collect, store, use and safeguard your personal information.

Your consent

We require your consent to use your information. Members and guests are asked to supply their names and email addresses if they wish to receive email alerts from the Society. This constitutes consent to receive:

- email alerts giving details of the programme and individual meetings
- notification of AGM, SGM
- alerts about activities run by other organisations in the area

Information we collect and how we collect it

We may collect the following types of information when you join the WarrL&P, use our website, enquire about our activities, send or receive an email or otherwise provide us with personal information:

- **Personal details:** your name and email address. We do not hold members' full postal addresses and 'phone number(s).
- **Membership details:** membership payment status. Number of talks attended.

How we use your information

We use your information to:

- Process membership payments.
- Send you programme or meeting information.
- Comply with legal and regulatory obligations.

Sharing your information

We will not disclose your personal information to third parties without your explicit permission, except that we may share your information with service providers who help us run the website and with regulatory or legal authorities if required by law.

Data retention

Procedures for collection, storage and use of information comply with the General Data Protection Regulations (May 2018).

- We retain personal data for as long as necessary to comply with legal requirements.
- Members' financial data is not stored by the Society.
- Members who are deceased or who have left the Society are removed from the list.
- Group mailings are handled by Mailchimp which uses a BCC system for privacy. (Emails within the committee us CC as agreed by Council.) It has an 'Unsubscribe'

facility. Mailchimp automatically removes the names of unsubscribers and reports them to Membership Secretary who removes them from the database.

Mailchimp can supply monthly reports showing who has opened the emails. The names of those who have not read the emails for some time are removed from the records by the Membership Secretary.

Before a Mailchimp email is sent out, the mailing list is updated (on a CSV file) to use a clean list.

As of August 2026, the Membership Secretary (currently T Cockayne) is our data *controller*.

Data security

All personal information we collect and retain is stored electronically in password-protected files. We hold no hard copy personal data. We take reasonable measures to protect your information from unauthorised access, alteration, disclosure, or destruction.

Your rights

Under UK data protection law, you have the right to:

- Access the personal data we hold about you
- Request corrections to your personal data
- Request deletion of your personal data (subject to legal requirements)
- Object to certain processing of your data
- Withdraw consent (e.g. for marketing communications).

Changes to this policy

We may update this Privacy Policy from time to time. The latest version will always be available on this page.

Contact us

If you have questions about this Privacy Policy, please email at warrlitphil@gmail.com

August 2026