

**Leicestershire Victoria County History Trust (LVCHT)**  
**Registered Charity, No. 1128575; Registered Company, No. 6683052**

**PRIVACY STATEMENT**

*LVCHT's Privacy Statement is required to comply with the General Data Protection Regulation which comes in on 25 May 2018. Preservation of your privacy is very important to LVHCT and the Trustees are committed to letting you know how we use your personal information, and to making responsible use of your data.*

**1. Information about you**

We will collect personal information from you when you or your organisation enquire about our activities, register as a Friend of LVCHT, join our 200 Club, or subscribe to one of our events or services. Personal information may include your name, title, e-mail address, physical (postal) address, telephone number(s) and job title or position. We may also ask for some additional, non-personal information.

**2. Our use of this information**

Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and events and other services in which we think you may be interested.

We will not share your information with any other parties.

**3. Security**

We will take reasonable precautions to prevent the loss, misuse or alteration of information you give us.

Communications from us may be sent by e-mail. For ease of use and compatibility, communications (other than payments where applicable) will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we endeavour to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

**4. Other information**

If you would like us to correct or update any information, or if you would like information deleted from our records, please email us at [leicsvch@le.ac.uk](mailto:leicsvch@le.ac.uk).

This privacy policy is published on our website <https://www.victoriacountyhistory.ac.uk/counties/leicestershire> and may be updated from time to time, so please check it periodically.

Websites reached through links within our sites to other websites are not covered by this privacy policy.