**GLHS Policy on member and officer records.**

1. Members and new members will be asked to confirm through the Membership Form, provided each year, their agreement for us to hold their names, addresses, contact details and subscription payments on our lists and also on our email contact lists of members.
2. Those who wish to be kept informed about GLHS activities but do not wish for the time being to be members -- GLHS ‘friends’ – will be asked on first contact to sign their agreement to our holding their information.
3. All records more than five years old will be destroyed.
4. Officers will be asked for their agreement before their details are recorded on the website.
5. GLHS email contact lists will be kept separately from any other email contact lists the membership secretary may hold.
6. Members and others who appear in photos used by the Society for publicity, etc can at any time ask for their image to be removed. GLHS will respond promptly to such a request.

Ph, for GLHS Committee

7th August 2018