

PRIVACY POLICY

LEICESTERSHIRE AND RUTLAND FAMILY HISTORY SOCIETY

Registered Charity Number 518870

POLICY STATEMENT

The Leicestershire and Rutland Family History Society (LRFHS) respects your privacy and is committed to protecting your data. This document informs you about how we look after your data and will tell you about your privacy rights, and how the law protects you.

This document aims to inform you on how LRFHS collects and processes your data using our website, including any data you may provide when you subscribe to the Society, access our services, or purchase a product or service.

We do not knowingly collect data relating to children.

Please do read this document, our Cookie Policy, and any other privacy notice or fair processing notice that we may provide on specific occasions when we collect or process personal data about you so that you are fully aware of how and why we are using your data.

LEGAL BASIS

Under the General Data Protection Regulations (GDPR), the Society must declare the legal basis for processing Personal Identifiable Data (PID).

It has been determined that the legal basis for most of the Society's data processing will be "*legitimate interests*", except where there arises the necessity to send out PID relating to members of the Society who are domiciled outside of the European Union (EU), in which case *granular consent* will be sought.

Also, as it is customary for the Society's Journal to be sent to both UK and Overseas members, *exemplary support* will be pursued concerning all new members and members who renew their membership as part of the signing up process.

(Consent is one of the six lawful bases that justify the processing of personal data. To be adequate, **consent** must be a freely given, specific, informed, and unambiguous indication of the individual's wishes by a statement or explicit affirmative action – **granular** is the regulators' word.)

PURPOSE / LEGITIMATE INTERESTS

Under the GDPR, the Society must declare the purpose of its data processing. The LRFHS has determined that the purpose of the processing, and therefore the "*legitimate interest*", is to '*facilitate the delivery of the Society's Journal, and other services/correspondence to its members and the transaction of business with others whom it from time to time may interact.*'

RESPONSIBLE PERSONS

For the GDPR, there are joint Data Controllers within our Society. They are the Chairman of the Society and the Membership Secretary. The Data Processors are the Membership Secretary and the

Surname Interests Secretary. Their contact details can be found on the Society's website and in the Society's Journal.

DATA SUBJECT'S RIGHTS

Under the GDPR, an individual (the data subject) has the following rights:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict data processing.
- The right to data portability.
- The right to object..
- Rights about automated decision-making and profiling

MEMBERSHIP DATABASE

Our membership database is password-protected on a secure computer. It includes contact information that you have provided to the Society: name, postal address, e-mail, class of membership, and details of how you have paid your subscription.

If a member ceases to be a subscribed member, their data will be archived on a secure server for historical and lawful reference purposes. It is not processed again unless that person re-joins the Society.

None of the data held by the Society is shared with, or sold to, any other third parties, and we do not keep any information about your racial or ethnic origins, political opinions, religious beliefs, physical or mental health, sexual orientations, or convictions by any courts.

ACCESS TO PERSONAL INFORMATION

The LRFHS believes in being as open as possible and to give people access to their own personal information. Under the GDPR, individuals can ascertain if we hold personal information about themselves by making a written "subject access request" to the Society.

If we are holding any information about you, we are obliged to:

- Give you a description of what information we hold.
- Tell you why we are holding it.
- Tell you who it could be disclosed to.
- Let you have a copy of our information in an intelligible format.

Any request for a statement of any personal information we may hold about you should be made in writing, addressed to either the Chairman or the Membership Secretary at their Society address.

You will not be charged to access your data (or to exercise any of your other rights). However, we reserve the right to charge a reasonable fee if your request is unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in those circumstances.

We will endeavour to respond to any requests made within one month. Occasionally, it may take us longer than a month if your request is particularly complex or you have made several requests. In these cases, we will always notify you and update you.

OUR WEBSITE

When you visit our website, we use cookies to assist us in operating the site more efficiently. You have full control over optional cookies via the Consent Preferences icon on the website.

SECURITY

We use third-party services to help maintain the security and performance of the website. However, no individual is identified during this processing.

SOCIAL MEDIA

The Society uses third-party providers (for example, Facebook) to manage some of our social media interactions. Such providers will store private or Direct messages we receive via social media in accordance with their Terms and Conditions. They will not be shared with any other social media platforms that we may use.

DISCLOSURE

The Society will hold members' contact details under its Terms and Conditions and 'legitimate interests'. This will not be shared with any third party except where we have to provide our services to you under our 'legitimate interests' or where we are required to do so by law.

SURNAME INTERESTS CONTACT REQUEST

Where a member, as the result of having seen a Surname Interest published in the Society's Journal, is desirous of contacting the data-owning member:

- If the enquirer lives outside of the EU, then their contact details will be forwarded to the data-owning member to allow the said data-owning member the opportunity of making first contact with the enquirer.
- If the enquirer lives within the EU, their consent to send their Personally Identifiable Data (PID) outside the EU would first be sought.

Members are referred to by their Membership Number only in the Society's Journal, and contact details are not disclosed on the website. Thus, the member's privacy is upheld and the right of the data-owning member to make contact with the enquirer only if they wish to do so is preserved.

PERSONS WHO USE LRFHS SERVICES

The LRFHS offers services to members and the public. We use a third party, PayPal, for membership joining/renewals online and for selling our merchandise. Such third parties are only allowed to use the personal information collected by them to process sales and online membership applications/subscription renewals. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website and visit other sites, we encourage you always to read their privacy statements.

DISCLOSURE OF YOUR PERSONAL DATA

For the LRFHS to carry out the purposes set out in this policy, we may have to share your data with the following parties:

- Service providers acting as processors based in the UK and who provide administration services for us (e.g., our Journal printing contractor). This data is sent via encrypted e-mail.

- HM Revenue and Customs, regulators and other lawful authorities acting as processors or joint controllers based in the UK and who require reporting of processing activities in certain circumstances.

We require all third parties to respect your data's security and handle it in accordance with the relevant law(s). We do not allow our third-party service providers to use your data for their own purposes and only permit them to process it for specified purposes and according to our instructions.

DATA SECURITY

We have implemented appropriate security measures to prevent your data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your data to those officers, Society Trustees, agents and other third parties who have a legitimate need to know. They will only process your data to our instructions, and they are subject to a duty of confidentiality. We have put into place procedures to deal with any suspected personal data breach, and we will notify you and any applicable regulator of a breach where we are legally required to do so.

WHAT WE MAY NEED FROM YOU

At times, we may need to request specific information from you to help us to confirm your identity and ensure your right to access your data (or to exercise any of your other rights). This security measure provides that your data is not disclosed to anyone with no right to receive it. We may also contact you for further information about your request to speed up our response.

COMPLAINTS

The LRFHS strives to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. Therefore, we encourage people to bring it to our attention if they think our collection or use of information is unfair, misleading, or inappropriate. Complaints should be made in writing and addressed to the Chair in the first instance at the address shown in the Society's Journal and on the website.

The Society will retain all information relating to a complaint for a period of two years from closure. The Society will own it in a secure environment, and access to it will be restricted in line with the principle of "need to know".

You are also at liberty to make a complaint to the supervising authority, which is:

The Information Commissioner's Office
Wycliffe House
6 Water Lane
Cheshire. SK9 5AF

By telephone on 03031231113 or <https://ico.org.uk/make-a-complaint/>

QUERIES

This document has been written with clarity and brevity in mind. It does not provide exhaustive details of all aspects of the collection and use of personal information by the LRFHS. For more detailed information, please contact the Chair at the address in the Journal and on the website. Information can also be obtained from the ICO itself at their address.

LRFHS

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