

## **Data Protection – EAFHS Privacy Notice**

East Ayrshire Family History Society [EAFHS] is administered and run by a committee of volunteers. We remain committed to respecting the privacy of members and others who contact us. When you become a member we collect, store and use the personal information that you provide to us. We store and use additional personal data relevant to the administration of the Society and the provision of services to you.

**This Privacy Notice describes the types of personal information we hold and how we use it.**

### **Members**

We hold your name and postal/email address in order to mail to you our Journals and Bulletin each year. This information plus membership number, date of joining, type of membership and record of recent subscription payments is held by the Membership Secretary in a computer database. A backup of the database is held by the Chairperson or other committee member.

**Storage Limitation** This personal information about you is kept on computer (1) while you are a member and (2) for up to two years following, unless you withdraw your consent.

At present, we retain signed membership application forms and/or renewal forms for the current year so that we have a record of what information we have your consent to hold.

**Accuracy** You may ask us at any time to correct or remove information you think is inaccurate. We endeavour to keep the data and consent we hold for you up to date by annual renewal forms.

**Financial Information** We do NOT collect any bank details, although the Membership Secretary and the Treasurer will see some information when you pay by cheque or standing order. When you pay online through PayPal with a debit /credit card we do NOT have access to your card details.

When we receive payments, only your name, membership number and amount paid are recorded by the Membership Secretary and passed to the Treasurer, who uses the information for accounting purposes. The account books are examined annually by an independent examiner and the paper records are kept for a minimum of seven years. Members' names and payments are NOT listed in the published Annual Accounts.

### **Sales customers**

When a member or non-member orders EAFHS publications, we store their name and postal address until the order has been completed. The Financial Information, detailed in the paragraph above, applies.

### **Contributors to *The Journal* and *The Bulletin***

We welcome contributions to our members' magazines. Your article may be edited but will be included if possible. Our policy is to acknowledge your contribution by printing your name (and membership number, if relevant), unless you ask us not to. Please also see the next paragraph.

### **Research enquiries**

One of the aims of EAFHS is to try and assist all members, particularly those who do not live in the area, with family history research. Please contact us in person, by post or by email and give your name and membership number. Your enquiry will be passed on to our Research Coordinator. However, in order that we may seek help on your behalf from as many people as possible, it is assumed that we have permission to share the details of your enquiry with local members. If you wish a summary of your enquiry to be printed in *The Journal*, please let us know.

We try to respond to enquiries from non-members and offer general guidance. The provisions above apply.

### **Speakers**

The names of speakers and the subjects of their talks are listed on membership cards, syllabus sheets and posters and on the EAFHS website. Speakers' personal details are held on computer by the Syllabus Secretary who provides two committee members with contact details of the current year's speakers in case of emergency. Contact details of speakers are not passed on to others, unless permission is granted.

## Contacts in other organisations

Some personal contact details have been provided by officebearers in other organisations, organisers of events and business contacts. These are held by the Secretary and used to exchange information about news, events and purchases.

## Attendance lists

- At evening meetings we ask each member or visitor to put their name on an attendance list. This is in accordance with Fire Regulation guidelines for use in the event of emergency evacuation. The Secretary destroys the list within one week.
- Members attending an Annual General Meeting are asked to enter their name on a special sheet. This is retained by the Minute Secretary and the names are included in the minutes of the AGM.

## Local members

- If you live locally and have provided us with your email address, you may occasionally receive an email with news of upcoming events. Unless the email is sent to you alone, you should receive it as a Blind Carbon Copy [BCC] so that your email address is not displayed to others without your permission. If you do not wish to receive such emails, please just let the Secretary know.
- If you regularly attend meetings we may ask you to provide a telephone number so that we may contact you and let you know if, for example, a meeting has to be cancelled because of bad weather.

## Website

The EAFHS website is hosted by Media Hosting Press using a WordPress website package. Access to the administration of the website is limited to the Web Host and the EAFHS Web Administrator(s). For a reminder about your username or to reset your password please email [enquiries@eastayrshirefhs.co.uk](mailto:enquiries@eastayrshirefhs.co.uk).

**Members' Forum** The Forum operates with Mingle for WordPress software. You cannot change your username but can update other details on your Profile page. The My Profile link on the main Forum page takes you to an automatically generated summary, which other users can access once you have posted information on The Forum.

**Links** There are links from the EAFHS website to other websites; each organisation will operate their own privacy policy.

## Access to your information and right to removal

- You have the right to request a copy of the data that we hold about you. Such a request should be posted or emailed to us and will be acknowledged. Please allow up to 18 days from the date of our acknowledgement of your request for a response.
- You have the right to withdraw your consent for us to process and store any personal information we hold about you. This will be acted on promptly. Please note that, in some cases, asking us to do this may mean that we are no longer able to provide you with the full range of benefits of membership.
- You can exercise your rights at any time by contacting the Membership Secretary
  - in writing, to Membership Secretary, East Ayrshire Family History Society, c/o Dick Institute, Elmbank Avenue, Kilmarnock KA1 3BU, UK
  - or by email, to [enquiries@eastayrshirefhs.co.uk](mailto:enquiries@eastayrshirefhs.co.uk)

## Complaints

If you believe we have not resolved any concern you have with respect to our protection of your data, you can send a complaint to the **Information Commissioner's Office**, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Advice can be found at <https://ico.org.uk/make-a-complaint>.