

Privacy Notice for Members

This privacy notice sets out the way we process your personal information and to ensure you are aware of how we use your data as a member of this society.

How we collect your information directly from you

- When you fill in an application for membership
- When you make enquiries on our website
- When you apply to attend an event
- When you attend branch meetings
- When you purchase something from our shop
- When you volunteer with us
- When you submit an item to be published in the Journal

We may also collect your personal information via GenFair

- When you renew your membership or make an order through GenFair

The types of personal data we may collect with your consent

- Name
- Postal address
- Email address
- Telephone number

We do not have access to, or store any of your bank details

How we use your personal information

- Administration of membership(s)
- Fulfilment of orders for goods and services
- Distribution of the Journal
- To further individuals' (your and other members') research by inclusion of surname interests and contact details in the Journal /Surname Interests on the website with your consent
- **IMPORTANT** If you do NOT want your name, house and email address to be published in our journal please ensure that you have informed our membership secretary in writing, email or, if using Genfair, in the customisation box.

How we store your personal information

- Membership data is stored on a database on a stand-alone computer
- Membership application forms and event applications are stored securely
- Orders to the shop are stored securely
- Paper lists of financial transactions are kept with the accounts

Sharing your information with others

We do not sell or share your personal data with any persons, or organisations, other than the following:

- Officers and volunteers of CFHS, for the purposes of administering your membership, providing services, the Journal and publications
- Other members – only with your consent by inclusion of surname interests and contact details in the Journal / Surname database on the website

- Our GDPR compliant contractors who guarantee these requirements are met and the rights of data subjects protected
 - The webmaster, for administration of the website
 - The printers and distributors of the journal
 - Genfair who process all credit and debit card payments to CFHS

How long your information is kept

- Membership data is kept until you cease to be a member
- Applications for events are kept until after the event then shredded
- Orders to the shop are kept for a year from date of order, to confirm that orders have been fulfilled
- Lists of financial transactions are kept with the accounts for 6 years
- Enquiries via the website are kept until dealt with
- Electronic copies are *securely* deleted, and paper copies are shredded

Your rights

Under the GDPR you have the following rights:

- If you would like to access your personal data held by us, please **write** to our Secretary. A copy will be sent to you as soon as possible, and no later than one month after your request
- To require us to correct the personal data if it is inaccurate
- To request that we erase your personal data
- To request that we restrict our processing of your data
- To receive your data in a commonly used format, if sent to you electronically
- To object in relation to our use of your data

Change To Policy

If we change our Privacy Policy we will post the changes on this page and may place notices on other pages of the website.

Cookies

Cookies are small pieces of information that are stored by your browser on your computer's hard drive. This site only uses cookies to remember logged in users, and these cookies are deleted when your browser is closed.

Cleveland, North Yorkshire & South Durham Family History Society Committee