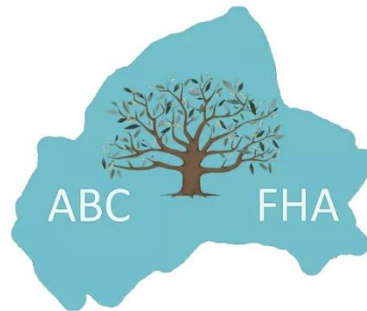


1 November 2020



**ABC Family History Association**

# **PRIVACY POLICY**

**ABC Family History Association**  
**Meeting at: Bleary Business & Community Centre**  
**1 Deans Road**  
**Craigavon**  
**BT66 7AS**  
**T: [028 3831 2433](tel:02838312433)**  
**E-MAIL: [ABCFHA2020@gmail.com](mailto:ABCFHA2020@gmail.com)**

## **Introduction**

This Privacy Policy describes how we collect and process your personal data, how we use it and keep it safe. The Policy also sets out what choices you have about your personal data.

## **Who We Are**

ABC Family History Association (ABCFHA) exists to promote, sustain and increase individual and collective knowledge and understanding of family history, with particular reference to the geographical area covered by Armagh City, Banbridge and Craigavon Borough Council and to promote religious and racial harmony or equality and diversity, including lessening conflict and eliminating discrimination, and the advancement of peace and good community relations.

The Association's membership is open to all members of the public who have an interest in family history, and any organisation who supports the purposes of the Association. Membership is inclusive of the identified community and open to its full range of opinion. Anyone can apply to the Management Committee to become a member in the most relevant membership category.

In this privacy policy, references to "we" "us" or "the Association" means ABC Family History Association (ABCFHA). "Members" means those who are members of the ABC Family History Association. For the purposes of the General Data Protection Regulation (GDPR) the Data Controller is the ABC Family History Association and the Data Protection Officer is a nominated Trustee of the Association.

Please note that should any website which we set up provide links to other websites, this does not mean that we endorse those other websites or take any responsibility for the content or information they provide.

## **Personal Information of Members that We Hold**

ABCFHA collects and stores the following personal data, which members provide on a 'Preferred Methods of Contact' form when they join the Association, and they may have provided updated or additional details subsequently:

- The full name of the member
- The full postal address of the member
- Contact telephone number(s) (if available)
- An email address (if available)

The Association also records the following data once an application for membership is accepted:

- The category of membership
- The membership number of the member
- That the member has completed and signed a Preferred Methods of Contact form
- The preferred methods of contact for the member
- That the member has paid the appropriate membership subscription.

The Association stores this data in paper and/or digital formats.

## **Using Your Personal Information?**

We will only use your personal data when the law allows us to. Most commonly, we will keep and use your data if we have a legitimate and/or contractual reason for keeping it. Your details are used to fulfil our

contract with you and also if we need to contact you for administrative matters. All computers holding your data are password protected.

The following is held in a password protected database by the Secretary, who is also the Data Protection Officer: Your name(s), address, postcode, membership number, membership status, method of payment, email and telephone number(s) if you have provided them, years of membership, preferred methods of contact. A back-up is held by the Treasurer and Chairperson.

We hold your name, membership number and postcode on a secure password protected system to identify you when you register in any Members' Area which may be provided on any website we may set up.

Ordering from any Online Shop which we may set up is detailed in the Shop's Terms and Conditions. No credit or debit card details are available to the Association.

Any website we set up with Members' Area, Online Shop and Membership Database may require a web developer to access your personal data for specific reasons. You manage your own interests on any Members Area on any website we set up. Your password and contact details are encrypted.

Articles submitted for publication in our newsletters or any other of our publications include your name and membership number. We may provide your details to a printer for posting out any publication which we may produce. Information is deleted from the printer's system immediately after printing address inserts.

Your preferred methods of contact, as indicated by you on your signed Preferred Methods of Contact form, are used to send you relevant communications such as application forms, renewal forms, reminders, queries, surveys, receipts, newsletters and other publications, notices of AGM, General Meetings and Committee Meetings (where applicable), information about talks, courses and workshops, legal obligations.

We may use commercial businesses, if required, for example to assist with receipt of donations e.g. PayPal. We require such businesses to respect the security of your personal data and to treat it in accordance with the law. We do not allow such service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

HM Revenue & Customs, regulators and other authorities acting as processors or joint controllers based in the United Kingdom may require reporting of processing activities in certain circumstances.

We only use your personal data for matters as listed and will not disclose any information to a third party without your explicit permission. However please note that we may process your personal data without your knowledge or consent where this is required or permitted by law.

### **Data Security**

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

### **Data Retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These are the right to:

- request access to your personal data. This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- request correction of your personal data. This enables you to have any incomplete or inaccurate data we hold about you corrected.
- request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your data unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always have to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- request restriction of processing your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:
  - (a) if you want us to establish the data's accuracy;
  - (b) where our use of the data is unlawful but you do not want us to erase it;
  - (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or
  - (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- right to withdraw consent where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent. If you wish to exercise any of the rights set out above, please contact us.

No fee is usually required. You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

This notice was approved by ABC Family History Association's Management Committee on:

---

It will be reviewed annually.