

Moray & Nairn Family History Society

Privacy Policy

This statement sets out how the Moray & Nairn Family History Society (the Society) uses and protects any information you give. The Society is committed to ensuring your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured it will only be used in accordance with this privacy statement.

The Society may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes. This policy is effective from 22nd May 2018.

What we collect

The data we need to operate is the following minimum: -

Your Name

and at least one of the following: -

Your Full Postal Address

A Landline and/or Mobile Phone Number

An Email Address

We will not request or need age or date of birth information, or any financial information; we only collect information pertaining to a user's membership of the Society.

We do not collect any information from non-members.

What we do with the information we gather

We require this information to manage memberships of the Society, and in particular for the following reasons:

Internal record-keeping to manage Society memberships

To allow us to send Society membership literature to your postal address and/or e-mail address.

To process your Society membership subscription

We may occasionally send e-mails, to Society members only, concerning your Society membership and using the e-mail address which you have provided. You may elect to unsubscribe from these emails.

Security

We are committed to ensuring your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

The security measures we use include, but are not limited to:

We do not retain any financial information details on file.

We are working towards full encryption of our membership database.

Early Society Journals often contained personal details. Digital copies of these Journals, published online, have these sections redacted wherever possible.

Your personal data is not passed on by us to any other organisations.

How we use cookies

This website only uses cookies necessary for us to track your logged-in status. If you disable cookies, our website may not function correctly. We do not store user information in cookies. We do not use third-party cookies.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites; and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

We will use your personal information only for the purpose of administering your Society membership. We will not sell, distribute or lease your personal information to any third parties. You may request

details of personal information which we hold about you under EU General Data Protection Regulations. If you would like a copy of the information held on you, please email secretary@morayandnairnfhs.co.uk.

If you believe any information we hold on you is incorrect or incomplete, please email us at the above address. We will promptly correct any information found to be incorrect.

If you cease your membership, we archive your details, your name and membership number only. We do this, because in many cases, members re-join after a period, and prefer to retain the same membership number. If you cease your membership, you may request we permanently delete your membership record. To do this, please e-mail our membership department.

Who is responsible for ensuring compliance with the relevant laws and regulations?

Under the General Data Protection Regulation (GDPR) we do not have a statutory requirement to have a Data Protection Officer.

The Secretary will be the first point of contact for supervisory authorities and for members whose data is processed. The Secretary will also monitor compliance with the GDPR and UK data protection laws.

Who has access to your data?

Members of the committee of Society have access to members' data in order for them to carry out their legitimate tasks.

What is the legal basis for collecting this data?

The Society collects the personal data that is necessary for the purposes of its legitimate interests as a membership organisation and participant in an internationally recognised and regulated pastime.

For some data, such as that relating to financial matters, the basis for its collection and retention is to allow the club to comply with its legal obligations.