

# **Dumfries and Galloway Family History Society Privacy Notice**

We are a Family History Society

**Dumfries and Galloway Family History Society (DGFHS)** will be a “controller” of the personal information that you provide us for your membership.

When you register as a member of DGFHS, we will ask you for the following personal information:

- contact details – name, address, email address;
- membership category – e.g. Standard printed newsletter or E-Journal.
- payment details (if paying by Standing Order and/or using Gift Aid) – bank account number, sort code, etc.;

## **Why we need your personal information – contractual purposes**

We need to collect our members’ personal information so that we can manage your membership and provide the services we contract to provide for you. We will use our members’ personal information to:

- provide you with core member services, including access to research in our archives held in the Centre.
- send you membership communications by post and/or email in relation to essential membership services, including but not limited to, newsletters in March, July and November, general meeting notices, membership renewal reminders, membership fees’, Society information and administration of the mailing list.
- servicing the Society’s Pedigree Chart system.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

## **Other uses of your personal information**

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

## **Who we share your personal information with**

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

DGFHS employs third party suppliers to provide services, including IT. They are not required to process any personal information.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

## **How we protect your personal information**

Your personal information is stored on our electronic filing system and our servers, and is accessed by our volunteers for the purposes set out above.

We are required to transfer some personal information outwith the EU for members in Australia, New Zealand, Canada and USA, so that our agents in those countries can provide services and communicate with our members there. No personal data for EU citizens is transferred outwith the EU.

### **How long we keep your personal information**

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 5 (five) years.

### **Your rights**

You can exercise any of the following rights by writing to us at **Dumfries & Galloway Family History Research Centre, 9 Glasgow Street, Dumfries, Scotland DG2 9AF.**

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by DGFHS will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)