

Personal Information Statement

This statement explains how we manage your personal information and should be read in conjunction with the Society's Data Protection Policy.

This statement replaces that first issued in January 2018 and has been revised to reflect changes in our web site, giving members greater access and control over their information.

In this document (and elsewhere) the term Contact Address is used to mean your email address by default or, where you do not use email, your postal address. Where another member wishes to make contact and one of you does not use email we would like to disclose your postal address. The word Publish is used to describe publication both in paper and electronic formats, including on our web site and in data sets accessible to our members. Appropriate Consent means that you have given your consent, either direct via our web site, or within emails and paper communications between you and us.

The information we collect about you

We collect basic information from you to create your account and to communicate with you. This information is received direct via our web site, or within emails and paper communications between you and us.

This amounts to your name(s), postal address, email address, telephone number (optional for UK residents) and details of your historic family interests. We may also receive family trees or written materials which you have submitted for publication to our membership.

We do not collect information about you from your use of our web site or any personal financial details. Personal and financial information may be received by us where you make payment to us.

Payment information remains confidential and is destroyed when no longer required.

How we Store your Information

Depending on the type of information, it will be stored on our UK web servers, and on personal devices owned and controlled by some Committee Members. Additionally, information is stored (and shared between Committee Members) using Google Drive, Dropbox or Microsoft OneDrive.

Paper documents are also stored securely by Committee members at their home addresses.

All Committee members are aware of their obligations and are compliant with The Data Protection Act and The General Data Protection Regulation.

How we use your information

- to Identify you from other members;
- to create and manage your membership account;
- to allocate payments made by you;
- to communicate with you regarding you membership; and

- to send you our quarterly journal and other communications - Occasionally we might issue an electronic newsletter, survey or questionnaire, in addition to our quarterly journal.

You will not be sent third party communications.

We ask UK members to provide us with a telephone number, just in case other methods of communication with you fail. This is voluntary and not a condition of membership.

Where the appropriate consent is given by you, we also use your contact address so that other members can contact you about shared research interests. You can choose if this contact is by email, letter or both.

Personal information may also be anonymised and used by us for statistical purposes.

How we share your information

Beyond the purposes detailed below, your personal information will not be shared with any person outside of the Society without your consent. No personal details are divulged to any other organisation for any purpose whatsoever. Members' details are held in a format on the website which precludes the use of data-mining or other forms of automated trawling programs being able to identify names and addresses.

Our quarterly journal is distributed to members in electronic and paper formats. A number of third-party organisations (commonly known as 'Exchange Members') also receive copies of our quarterly journal. Most of these will receive an electronic copy of the journal which does not contain the contact addresses of any members.

We are also legally bound to provide paper copies of the original publication to the British Library and the Agency for Legal Deposits.

Subsequently non-members of the society may have access to copies of these journals, and the personal information contained within and this access is beyond the control of the Society.

Personal information (names and postal addresses) is also shared with Thistle Print, Leeds, so that paper copies of the journal can be sent to members. This information is in the form of a spreadsheet containing members' names, addresses and membership numbers. Thistle Print are GDPR compliant and destroy their copies of distribution lists once the journals are despatched.

When you join our Society, we would like to publish, subject to the appropriate consent having been given, your name, membership number, contact address and surname interests. When you notify us of any change to your contact address we will, subject to the appropriate consent having been given, publish that change.

When you submit names to our Surnames Interests database or an article for publication there is an expectation that it will generate interest from other members who may wish to contact you. For that reason you must provide the appropriate consent so that we can publish your name, membership number and contact address if you submit any material for inclusion in our journal or other publication.

If you have submitted Surname Interests, these have been added to a password protected database accessible to members only, and your name, membership number and contact address may be accessible as part of a search result, so that they may contact you.

Giving or changing your consent for us to use your information

Your consent is sought for the following purposes:

- The publishing of your name, membership number and contact address. This is to allow us to include your name in our journal and newsletters, or on our web site. This might be because you have just joined us, have changed your contact address, submitted an article or enquiry for publication, or have won an award.
- Your contact address being shared with other members. This is necessary if you have submitted surnames for inclusion in our Surnames Interests Database. It will also allow us to share your contact details with other members, either upon request or through a secure on-line search facility.
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If you do not consent to certain uses of your information

Whilst we would prefer you to consent fully to the use of your information as described above, we understand that you may wish to withhold all or part of your consent and can reassure you that this will not have any effect on your access to our resources or your membership in general.

If you do not give or withdraw your consent, then the following will happen:

If you have submitted surnames to the Member's Interests database, then your entries will not be displayed in any search results.

Whilst every effort will be made to comply with your wish to not have your email or postal address published, it will not be possible to remove this contact information from historic material held online or in our archive, such as journals, family trees (Pedigree Index) and other material submitted to us previously for publication.

How you can review or update your consents and the information held by us

You may change any consents to the use of this information at any time, by logging into your account (click on Communication Consent) or by contacting the Membership Secretary by letter or email.

If you would like to see a copy of your personal information held by us or think that something is wrong or should be removed, you should send a request by email or post to the Membership Secretary.

Under normal circumstances the law requires us to provide you with a copy of your information (free of charge) or rectify any errors to your information within one month, but we aim to make our initial response and any changes to your information and consents within 72 hours.

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