



## **Isle of Wight Family History Society**

### **Personal Information Statement**

Prior to the publication of this statement it was practice for the Society to publish member's names, email and postal addresses in our journal and on our web site, so that members could communicate freely about their research. In order to comply with certain changes to data protection legislation the Society has reviewed the way it handles your personal information.

This statement explains those changes, the effect they might have on you, and what you are now asked to do to help us comply with those changes. This document should be read in conjunction with the Society's Data Protection Policy.

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.

#### **The information we collect about you**

We collect basic information from you to create your account. This amounts to your name(s), postal address, email address, telephone number 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. Financial information is received, however, as a consequence of payments made to use (i.e. as appearing on our bank statement or PayPal account (or notifications from PayPal). This remains confidential and is destroyed when no longer required.

#### **How we use your information**

We use your information to identify you; to create and manage your membership account; to communicate to you by letter and email; and to send you our quarterly journal. We ask you to provide us with a telephone number, just in case other methods of communication with you fail. We also use your contact address so that other members can contact you about shared research interest and you can choose if this is by email or letter.

## **How we share your information**

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.

When you join the Society we would like to publish your name, membership number, contact address and surname interests, in our quarterly journal. If you change your contact address we would also like to publish this in our journal. We will also publish your name, membership number and contact address if you submit any material for inclusion in our journal.

The journal is distributed to members in electronic and paper formats. Subsequently non members of the society may have access to copies of these journals, and the personal information contained within.

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**

You must give consent for us to publish your contact address in the journal. This is for any journal entries submitted by yourself (such as written articles or requests for help with your research). You may also change any consents to the use of this information at any time.

To give or change your consents contact the Membership Secretary or go online at

<http://www.isle-of-wight-fhs.co.uk/join.html>

## **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 your consent (or fail to respond to a request to express your consent) then the following will happen:

Only your name and membership number will be printed in any future journals, or on our web site, with your contact address omitted.

If you have submitted surnames to the Member's Interests database, then your contact address will be removed. Where another member wishes to contact you about a family interest their request will be directed through the Database Administrator, who will then forward any request to you. It will then be your choice as to whether you then correspond with that member, but the Database Administrator will not chase or further act as a go between.

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 can change your consents by completing the necessary form, available on line. You may also notify those changes by sending a letter or email to the Membership Secretary.

At present you are unable to view or make changes to your personal information online.

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, or to change your consents, 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.