

**Sheffield and District Family History Society**

**GDPR Privacy Policy**

**1. Introduction**

GDPR stands for General Data Protection Regulation. This privacy legislation came into force on 25 May 2018 to create a single set of rules, that better protects personal information for people across the EU. The Data (Use and Access) Act 2025 increased the protection for individuals.

Members' privacy and trust are important to us and this Data Protection Privacy Policy provides essential information about how S&DFHS handles your personal information.

**2. Personal data/personal information – definition**

Personal data is information, which identifies you, either on its own or in conjunction with other information held by the Society.

**3. The types of personal information we collect**

We record identifiable information about you in order to create and maintain adequate records in relation to the various dealings you may have with S&DFHS. We record the following information:

- name and address
- email address (when available)
- phone number (when available)
- membership number and category of membership
- membership fee paid and date of the membership payment
- method of payment

**4. How we use personal information**

S&DFHS uses your personal data for the following reasons. These include:

- maintaining a membership database
- financial considerations – collection of membership subscriptions, or other payments made to/by the Society, purchases made through GenFair and the Parish Chest
- distribution of the Society's journal
- retain basic personal information to provide access to the members' only content on the Society's web site

The Society may wish to send you genealogical information, special offers, Society information etc. We will only send these to you if you are a current member and if you have indicated that you consent to receiving such correspondence. You have the opportunity to

unsubscribe at any time by contacting the Membership Secretary by post or by email at [memberships@sheffieldfhs.org.uk](mailto:memberships@sheffieldfhs.org.uk)

## **5. Where we store and process personal information**

Three members of the committee, the Chairperson, the Secretary and the Membership Secretary, hold the electronic personal data.

Normally access to members' personal data is on a 'need to know/use' basis. This data is restricted currently to these three members of the committee.

The Society does not share your personal data with third parties, with the exception of the printer of our journal, unless requested by police etc.

## **6. How long we keep personal information**

The Society will retain your personal data as long as necessary for the purposes described in section 4.

## **7. Rights under the Data Protection Act**

As a 'Data Subject', you have a number of rights under the Act. These include the right to:

- access the personal data the Society holds about you
- have inaccurate data corrected
- delete your data
- restrict the processing of your data

You have a right to request a copy of the information the Society holds about you; this is known as a 'Subject Access Request' (SAR).

For more information on your rights, please see <https://ico.org.uk/for-the-public/>

## **8. Keeping your information up to date**

You can update your details with S&DFHS by contacting: [memberships@sheffieldfhs.org.uk](mailto:memberships@sheffieldfhs.org.uk)

## **9. Right to access personal data**

For more information contact [memberships@sheffieldfhs.org.uk](mailto:memberships@sheffieldfhs.org.uk)

## **10. Status of this Data Protection Privacy Policy**

This Data Protection Privacy Policy is subject to change, as it will be reviewed regularly. You can find out more about the legislation on the ICO website [www.ico.gov.uk](http://www.ico.gov.uk).

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