

Sheffield and District Family History Society

Data Protection Privacy Policy

1. Introduction

The Sheffield and District Family History Society (S&DFHS) is committed to protecting your privacy and security. Members' privacy and trust are important to us and this Data Protection Privacy Policy will inform you as to how we collect and look after your personal data, your privacy rights and how the law protects you.

This policy is based on the Data Protection Act 2018 (DPA 2018) and the Data (Use and Access) Act 2025 (DUA 2025). These regulations create a single set of rules to protect personal information for people across the EU.

For the purposes of the data protection law, S&DFHS will be the data controller and we are responsible for your personal data.

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

The data collected comprises the information given to us when you become a member with us. We record the following information:

- name and postal address
- email address (when given)
- phone number (when given)
- membership number and category of membership
- membership fee paid and date of the membership payment
- method of payment e.g. bank transfer, GenFair, Parish Chest

4. How we use personal information

We record identifiable information about you in order to create and maintain adequate records in relation to the various dealings you may have with us:

- maintaining the membership database
- collecting membership subscriptions made to the Society
- enabling S&DFHS to send you the Society's journal
- retaining basic personal information e.g. your user name, to provide access to the members' only content on the Society's web site

The Society would like 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

The Society would like to publish your membership number, name and area of residence in the journal, when you join the Society. We will only do this if you give your consent.

5. Where we store and process personal information

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

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. The printer of the journal only has membership number, name and postal address.

6. How we protect your information

The Society has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. If there is a suspected personal data breach, we will notify you and the UK Information Commissioner's Office (ICO), if legally required.

7. How long we keep personal information

The Society will retain your personal data as long as necessary for the purposes described in section 4. In most circumstances, this is for a maximum of 15 months after you cease to be a member of the Society.

8. Your legal rights under the Data Protection Acts

You have a number of rights under the Acts. These include the right to:

- request access to your personal data that the Society holds about you
- request correction of your personal data
- request erasure of your personal data if there is no good reason for us continuing to process it
- object to the processing of your personal data
- request restriction of the processing of your personal data
- request transfer of your personal data to you or a third party
- withdraw consent where we are relying on consent to process your personal data

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

You can contact S&DFHS by email at memberships@sheffieldfhs.org.uk

You will not have to pay a fee to access your personal data or to exercise any of the other rights. We may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive and we may refuse your request in these circumstances.

We may need to request specific information from you to confirm your identity to ensure the security of your personal data. We do not want to disclose your personal data to any person, who has no right to receive it.

We will try to respond to all legitimate requests within one month.

9. Keeping your information up to date

You can update your details with S&DFHS by contacting: memberships@sheffieldfhs.org.uk

10. Links to third party websites

Our website contains links to other websites belonging to third parties, which are not covered by this privacy policy. If an external website requests personal information from you, that information is not covered by this policy. We suggest you read the privacy policy of any linked website before providing personal information and note that if you purchase goods or services from them, you will be entering into a contract with them and not with S&DFHS.

11. Contact details

Please contact us by email at memberships@sheffieldfhs.org.uk if you:

- have any questions about privacy
- wish to update your personal information
- wish to withdraw consent to us sending you genealogical information, special offers, Society information etc.

12. Complaints Procedure

If you wish to make a complaint about the use of your personal information, please contact us by email at memberships@sheffieldfhs.org.uk. We would appreciate the chance to deal with your concerns and you will be given a copy of our *Complaints Procedure Policy*.

If you are not happy with our response, you can complain to the UK Information Commissioner's Office (ICO) at www.ico.org.uk

13. 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.org.uk