

DATA PRIVACY NOTICE

The Huguenot Society of Great Britain and Ireland Charity No. 214726

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

2. Who are we?

The Huguenot Society of Great Britain and Ireland is a UK Registered Charity. It was started in 1885 to promote the publication and interchange of knowledge about Huguenot history and to form a bond of fellowship among some of those who inherit or admire the characteristic Huguenot virtues, and those who desire to perpetuate the memory of their Huguenot ancestors.

3. How do we process your personal data?

The society complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes:

- To administer membership records;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To inform you of news, events and activities by the society and other Huguenot related organisations;
- To circulate to members a list of current members and basic contact details to encourage fellowship and interaction.

The Huguenot Library also collects personal data from anyone requiring access to any of the Library's resources.

We use your personal data for the following purposes:

- To register you as a reader and to manage our relationship with you;
- To provide our services, such as requesting items and booking appointments;
- To respond to your enquiries;
- To manage the deposit of donations;
- To enable you to take images of our material, in accordance with Copyright Regulations;
- For the improvement of our service, including collecting statistics.

4. What is the legal basis for processing your personal data?

Processing is necessary for carrying out the administration and management of our membership, meeting our aims and objectives and providing the services we offer to members and non-members.

5. Sharing your personal data

We do not share your personal data with any other organisation, with one exception. Personal data of visitors to the Library will be shared with UCL Special Collections and The National Archives, where our collection is deposited and housed, respectively. The information is shared in order to book appointments.

Your personal data will be treated as strictly confidential and will only be shared with other individual members of the society via our List of Members for the stated aim of the society: “to form a bond of fellowship among some of those who inherit or admire the characteristic Huguenot virtues, and those who desire to perpetuate the memory of their Huguenot ancestors.”

6. How long do we keep your personal data?

- We will keep your personal data as long as necessary to manage your membership;
- Our Retention Policy sets out the length of time any specific form is kept for;
- Some data, such as correspondence relating to important donations, will be kept indefinitely for our historical archives.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold;
- The right to request that the Huguenot Society corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the Huguenot Society to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the Administrative Officer, P O Box 444, Ruislip, HA4 4GU or email admin@huguenotsociety.org.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.