

Suffolk Family History Society

PRIVACY POLICY

Introduction

Our Privacy Policy will help you understand what information we collect and process, how we use it, and what choices you have about your personal data. In the following, the term “Society” refers to the Suffolk Family History Society.

Member Data

To administer the Society and provide a service to members (e.g. sending a newsletter, Suffolk Roots), we need certain data from you. We need as a minimum your name and your postal address; or if overseas and electing for electronic membership, your email address. If you wish to use the member pages on the website, we use your email address to verify membership. Lastly, if you submit your interests, we automate the communication from the web page using email addresses.

In summary, what we do with the information:

- provide information to you e.g. Suffolk Roots
- make contact with you, (e.g., surname interest enquiries made through the website).
- use it to verify members to provide access to the website
- use it to send Suffolk Roots to overseas members who have elected for electronic communication

Security

We are committed to ensuring that your information is secure. We have put in place physical, electronic and managerial procedures to safeguard and secure the information we collect. These include for example, limiting access to the data to only those with *bona fides* reason for access.

Links to other websites

The website includes links to external websites not controlled by the Society. Whilst all reasonable care has been exercised in selecting and providing any such links, you are advised to exercise caution before clicking any external links. We cannot be responsible for any damages or consequences caused by your use of them.

Controlling your personal information

We will not distribute your personal information to third parties unless we are required by law to do so. You may request details of personal information which we hold about you. If you would like a copy of the information held on you, please email or write to us using the contact information below. We will only supply this to the address/email that we hold on file. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

Changes to this Privacy Policy

We may change this Privacy Policy from time to time, and if we do we will post any changes on this page and in the next available Suffolk Roots. If you continue to access the website or use services available from this website after those changes have come into effect, you will have agreed to the revised policy.

If you have any questions about this Privacy Policy, would like to exercise any of your statutory rights, or to make a complaint, please write to:

Membership Secretary: Mr D Horton, 26 The Crescent, Slough, SL1 2LQ

Email: membership@suffolkfhs.org.uk

Updated: Jan 2022 to reflect D Horton role as Membership Secretary