

Kent Family History Society Privacy Policy

The members of the Executive Committee of Kent Family History Society (hereinafter KFHS) respect your privacy and are committed to protecting your personal data. This privacy policy will inform you as to how the members of the Executive Committee look after your personal data and tell you about your privacy rights and how the law protects you.

1. The type of personal information we collect

We currently collect and process the following information:

- **Identity Data** includes first name(s), last name, title,
- **Contact Data** includes address, email address and telephone numbers.
- **Financial Data** includes bank account and payment card details.
- **Transaction Data** includes details about payments to and from you and other details of services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- **Usage Data** includes information about how you use our website, products and services.
- **Marketing and Communications Data** includes your preferences in receiving marketing from us and your communication preferences.

2. How we get your personal information and why we have it

We will only use your personal data when the law allows us to. We have set out below a description of all the ways we use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new or returning member and manage your membership	(a) Identity (b) Contact	Performance of a contract with you
To provide you with services including: (a) circulation of paper journals, to advise that an electronic journal is available to view and for any other purposes connected with the running of KFHS. (b) Manage payments, fees and charges for goods and services and membership subscriptions. (c) Collect and recover money owed to us	(a) Identity (b) Contact (c) Financial (d) Transaction (e) Marketing and Communications	(a) Performance of a contract with you (b) Necessary for our legitimate interests
To manage our relationship with you which will include notifying you about changes to our terms or privacy policy	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated, to study how members use our website and to improve our services)
To administer and protect our activities and our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests (for running KFHS, provision of administration and IT services, network security, to prevent fraud) (b) Necessary to comply with a legal obligation

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To deliver relevant website content to you	(a) Identity (b) Contact (c) Profile (d) Usage (e) Marketing and Communications (f) Technical	Necessary for our legitimate interests (to study how members use our services, to develop them, to grow our activities and to inform our marketing strategy)
To use data analytics to improve our website, services, marketing, member relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests (to define types of members, to keep our website updated and relevant, to develop our activities and to inform our marketing strategy)
To make suggestions and recommendations to you about services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	Necessary for our legitimate interests (to develop our services)

Generally, we do not rely on consent as a legal basis for processing your personal data.

3. How we store your personal information

Our **membership database** is held on a secure server and contains the Identity Data and Contact Data that you provided in your membership application or when making payments together with your class of membership. If you do not renew your membership, your personal information will be archived for a period of three years on the secure server then deleted.

We may also hold Transaction Data and Financial Data relating to you on our secure server, in particular when and how you pay your membership. We may also note the year when you first joined KFHS.

Membership application forms and renewal forms (on-line or paper) are retained for up to two years then securely disposed of.

Our **members' interests database** is held on a secure server and is linked to the membership database but does not reveal any personal information that will identify you. The members' interests database is password protected and each member creates their own password. Other KFHS members can contact you via the website if you have entered surnames of interest and a valid e- mail address, but they will not be able to see any personal information.

Electronic copies of orders to our online shop are retained on a secure server for 6 years after the end of the relevant financial year. They contain Identity Data and Contact Data of customers but do not contain any Financial Data, for example information about credit/debit cards.

4. Disclosure of your personal information

We may share your personal data with the parties set out below for the purposes set out in the table above:

Internal Third-Parties

- Overseas Representatives - If you are a member based in the USA, Australia, Canada or New Zealand, we will send your personal data to the relevant overseas representative so that you can make membership payments in your own currency and so that they can send you regional newsletters or our Journal, if applicable. The overseas representatives are all members of KFHS.

External Third-Parties

- **Printer** - We send your Identity Data and Contact Data (but no other personal data) to an external third-party printer in the UK for sending out paper journals to you. The printer uses a Managed File Transfer System on a secure server (or equivalent) and we require each mailing list file to be deleted by the printer within 60 days of receipt.
- **On-line Payment Service Provider** - When you make a payment on-line via our website, the personal data that you enter is sent to an external third-party secure on-line payment platform (Paymentsense) to enable us to take your payment.

We require all third-parties listed above to respect the security of your personal data and to treat it in accordance with the law. We do not allow them to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

None of the personal data held on behalf of KFHS is shared with or sold to any other third parties.

5. Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at membership@kfhs.org.uk if you wish to make a request.

6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at chairman@kfhs.org.uk

The Postal address is:

Chairman,
Kent Family History Society
c/o 80 Northgate,
Canterbury,
Kent CT1 1BA

Telephone: 01227 495120 (this number is unattended, please leave a voicemail)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>