



PRIVACY NOTICE

Introduction

Our Privacy Notice explains how we collect, use, store, and protect your personal data. The term “Society” refers to the Suffolk Family History Society.

Our Privacy Notice is designed to comply with the UK General Data Protection Act 2018 (UK GDPR), Data Protection Act 2018 (DPA), the Privacy and Electronic Communications Regulations (PECR) and the Data Use and Access Act 2025 (DUAA), (collectively, “Data protection law”).

1. Who we are

The Society (“we”) is a non-profit family history society established to promote the study of genealogy and local history.

We are the “data controller” for the personal data we hold.

Contact details:

Membership Secretary: Mr D Horton

Email: membership@suffolkfhs.org.uk

2. What personal data we collect & create

We may collect (or create) and hold the following information about members, customers, trustees, officers, volunteers, and other contacts:

- Name
- Postal address
- Email address
- Telephone number
- Membership number and subscription status
- Members interests (i.e. surnames and locations)
- Records of payments and purchases made (no card details are stored)
- Correspondence with the Society
- Website password
- Research enquiries you submit to us
- Opinions and feedback about the services we provide
- Attendance at events
- Information relating to ‘reasonable adjustments’ you may want to share with us to ensure that you can access our events (e.g. a requirement for disabled parking)

We do **not** intentionally collect special category data (such as health, ethnicity, or religious beliefs) unless you choose to provide it, and then only where strictly necessary.

3. How we use your data

We use personal data for legitimate Society purposes only, including:

- Administering membership and subscriptions
- Communicating with members about meetings, events, publications, and activities
- Responding to research enquiries



- To enable you to sign into our website (members area) and use functionality such as the help forum (a 'username' is generated from your name and membership number)
- Managing volunteers
- Maintaining financial and audit records
- Legitimate business purposes that support the aims of the Society
- Complying with legal or regulatory obligations

We will **not** use your data for unrelated purposes, pass it on or sell it to third parties.

4. Lawful basis for processing

Under Data protection law, our lawful bases for processing personal data are:

- **Contract** – to manage your membership
- **Legal obligation** – for financial and record-keeping requirements
- **Legitimate interests** – to operate the Society effectively, while respecting your rights including using the commercial and charitable 'soft opt-in' to send emails that promote our activities

5. Sharing your data

We do not share personal data with third parties except where necessary, for example:

- With service providers who support Society operations (e.g. website, mailing or payment services)
- Where required by law or a regulatory authority

Any third parties we use are required to handle your data securely and lawfully.

6. How long we keep your data

We keep personal data only for as long as necessary:

- Membership records are retained while membership is active and for a reasonable period afterwards
- Financial records are kept in line with legal requirements
- Research enquiries and correspondence are retained only as long as needed

Data is securely deleted when no longer required.

7. How we protect your data

We take appropriate technical and organisational measures to safeguard personal data against unauthorised access, loss or misuse, including:

- Secure storage (electronic and paper)
- Limited access to authorised Society officers only
- Password protection and basic encryption where appropriate
- Note that members passwords are kept securely and cannot be viewed in the clear

8. Who we share information with

We share your personal data with our Data processors (who operate under our instructions), who provide our website, office systems and provide services such as mailing 'Suffolk Roots' to members who have opted to receive this by post.



Where necessary, our Data processors may share personal data outside of the UK. When doing so, they comply with Data protection law, making sure appropriate safeguards are in place such as adequacy regulations or standard contractual clauses.

For further information or to obtain a copy of the appropriate safeguard for any overseas access, please contact us using the contact details provided above.

9. Your rights

You have the right to:

- Access the personal data we hold about you. You have the right to ask us for copies of your personal data. You can request other information such as details about where we get personal data from and who we share personal data with. There are some exemptions which means you may not receive all the information you ask for.
- Request correction of inaccurate data. You have the right to ask us to correct or delete personal data you think is inaccurate or incomplete.
- Request deletion of your data (where applicable). You have the right to ask us to delete your personal data.
- Request a restriction of processing. You have the right to ask us to limit how we can use your personal data.
- Object to certain types of processing. You have the right to object to the processing of your personal data.
- Withdraw consent at any time. When we use consent as our lawful basis you have the right to withdraw your consent at any time.
- Data Portability. You have the right to ask that we transfer the personal data you gave us to another organisation, or to you.
- Lodge a complaint with the Information Commissioner's Office (ICO). If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Changes to this Privacy Notice

We may update this Privacy Notice from time to time. The new Privacy Notice will be available on our website. Paper copies can be requested by using the contact details above.

If you have any questions about this Privacy Notice, would like to exercise any of your statutory rights, or to make a complaint, please contact the Membership Secretary using the contact details above.

Last Updated May 2026