

# NORTHUMBERLAND & DURHAM FAMILY HISTORY SOCIETY

## PRIVACY NOTICE

### How we handle your data

Your details are used if the Society needs to contact you for administrative matters. All computers holding your information are password protected and our database is encrypted.

1. The following is held by the Society: Your name (s), address, postcode, membership number, plus e-mail if you have provided them, plus membership status. The above information is held on secure devices.
2. The Gift Aid Coordinator holds your signed Gift Aid Declaration which is held in a hard copy form for the required number of years. This data is stored in a safe and secure place.
3. The Membership Secretary provides your details to the Printer for posting out the Northumberland & Durham Family History Journal. Information is deleted from the Printer's system immediately after printing address inserts. The Printer is registered with the Information Commissioner.
4. Ordering from the NDFHS's Online Shop is detailed in the Terms and Conditions. No credit or debit cards details are available to the Society. Payment by PayPal: hardcopies of the transactions are retained to comply with business regulations, stored in a secure place and then destroyed.
5. You manage your own interests in the Membership area of the website, which is encrypted.
6. Articles submitted for publication in the Northumberland & Durham Family History Journal, include your name, membership number and e-mail address, sometimes your address if you have supplied this information.
7. Your email or address is used to send you one reminder for an overdue subscription.
8. For the purposes of operating the Forum and North\_ East Ancestors you have given permission for your e-mail address to be used, this information is kept on a secure server.
9. We only use your personal data for matters as listed and will not disclose any information to a third party without your explicit permission.