

Friends of Dundee City Archives Privacy Policy

Who are we?

The Friends of Dundee City Archives (FDCA) is a charity registered in Scotland (SCO 006813) which was established in 1989 to support the work of Dundee City Council's Archives and Records Centre. It's office bearers can be contacted via Dundee City Archive & Record Centre, Corporate Services, 21 City Square, Dundee DD1 3BY, Scotland UK, telephone: 01382 434494, email: archives@dundeecity.gov.uk

Why do we need your personal information?

The FDCA collects and holds the personal information of its members. 'Members' for this purpose includes:

- individuals who have a current paid up membership
- individuals who have previously been a member of the FDCA within the last 3 years but are not current paid up members
- those who bear or have previously borne an office with the charity (e.g. the secretary, treasurer, chair, editor)
- those who serve or have previously served on the committee of the charity

'Personal information' in this regard means the member's name, postal address, telephone number and email address, and matters related to their membership and attendance at FDCA bi-annual conferences and events (e.g. attendance and payment of the conference fee).

How do we collect and store your information?

This information is collected through completion and submission of the membership subscription form; registration forms for specific events; purchase forms for FDCA publications, and/or through any additional correspondence between members and office bearers.

Members' personal information is stored securely by Dundee City Archives on behalf of the treasurer and office bearers of the FDCA. Copies of correspondence with office bearers will also be retained, either by the office bearer contacted or by Dundee City Archives. Copies of correspondence with an office bearer may also be shared with other office bearers and members of Dundee City Archives staff who assist with the charity's administration.

What do we use your information for?

Members' personal information will be used to:

- maintain the membership list
- notify members of forthcoming FDCA events and other announcements directly relevant to the activities of the FDCA
- distribute the FDCA newsletter
- maintain accurate records relating to the financial and other activities of the charity (e.g. gift aid declarations, lists of conference delegates and their payment of the conference fee, processing of orders for publications).

Members will also be given the option of receiving information about third-party events considered by office bearers or Dundee City Archives staff to be of possible interest to members (e.g. book publications, conferences, exhibitions, etc.).

Who do we share your information with?

Other than staff at Dundee City Archives (who assist with the administration of the charity), the FDCA will not normally share members' personal data with third parties unless legally bound to do so. Examples of this would include instances where:

- the information is required by HMRC in relation to Gift Aid Declarations and Claims.
- a list of delegates attending a FDCA event is requested by the event organiser and/or staff of a building or institution hosting that event for Health and Safety purposes
- the independent examiner of the charity's accounts, OSCR or HMRC makes a reasonable request for information directly relevant to the prudent exercise of their office (e.g. regarding members' attendance of a FDCA event and payment or non-payment of the event dues)
- the FDCA receives a court order or warrant or is required to cooperate with an official investigation by the police or like body.

How long do we keep your information for?

We only keep your personal information for a maximum of 6 years. This retention period is based on the statutory requirements relating to records of a financial nature. Personal information of office bearers and committee members may be retained permanently for historical interest. The FDCA follows an agreed records retention schedule to ensure that personal information is not retained beyond the minimum period for which it is required.

Statement of Consent

Membership subscriptions shall become due on joining the Society and, thereafter, on 1st April annually. Members will be asked on the relevant section of the membership form to consent to their personal information being stored and used as described above. Please note that the granting of consent for the purposes of maintaining both the membership list and accurate financial records is a condition of membership of the FDCA and that failure to do so or subsequent withdrawal of that consent constitutes resignation of FDCA membership.

Those who do not wish to remain members or to give such consent do not need to take any action. Members who do not provide consent by the 1st July following their current annual subscription will be removed from the membership list and will not be contacted about the activities of the FDCA until such time as consent has been provided.

Individuals wishing to purchase publications via email or by post will be asked to provide the FDCA with an unambiguous statement of consent to the use and storage of their personal information for the purposes of maintaining accurate financial records. Please note that granting of consent is a condition of purchasing items by email or post.

Why do we need your consent?

On 25th May 2018 the General Data Protection Regulation (GDPR) - EU Regulation 2016/679 - comes into force. The Regulation confers upon charities the obligation to be explicit about their retention of personal information, and, under normal circumstances, prohibits charities from holding and using individuals' personal information without their explicit and freely-given consent.

The Regulation confirms the following rights for individuals:

- **The right to be informed** – you have the right to be informed about the collection and use of your personal information, the purpose of processing, the length of time it will be kept for and who it will be shared with
- **The right of access** – you have the right to request a copy of the personal information that we hold about you.

- **The right to rectification/correction** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **The right to erasure** – you have the right to ask us to delete personal information about you if:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - we are using that information with your consent and you have withdrawn your consent – see *Withdrawing consent to using your information* below
 - you have a genuine objection to our use of your personal information – see *The Right to object* below
 - we are using your personal information for direct marketing purposes
 - our use of your personal information is contrary to law or our other legal obligations
- **The right to restrict processing** – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are:
 - checking the accuracy of personal information that we hold about you
 - assessing the objection you have made to our use of your information.
 This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.
- **The right to data portability** – you have the right to obtain and reuse your personal information for your own purposes and to be able to move, copy or transfer personal information easily from one IT environment to another in a safe and secure way, without hindrance to usability
- **The right to object** – you have the right to object to the use of your personal information - see *Withdrawing consent to using your information* below
- **The right not to be subject to automated decision making, including profiling**

Withdrawing consent to use your information – Where we use your personal information with your consent you may withdraw that consent at any time and we will stop using your personal information for the purpose(s) for which consent was given.

Please contact us as stated above if you wish to exercise any of these rights. The FDCA will comply with any member request for rectification or deletion of personal information within one calendar month

Communication

Communication with members will normally be by email (preferred) or post, unless a different channel of communication is requested by the request of the member. Requests for communication by a channel other than email will be honoured wherever reasonably practicable.

Complaints

Complaints or queries about data handling or breaches of privacy should in the first instance be directed to the current secretary or treasurer, c/o Dundee City Archive & Record Centre, Corporate Services, 21 City Square, Dundee DD1 3BY, Scotland UK, telephone: 01382 434494, email: archives@dundeecity.gov.uk.

Date: April 2018

This Policy will be reviewed in April 2019