



## **Bidford & District History Society ('Society') Archives**

### **PRIVACY STATEMENT**

#### **Your personal Data**

The Society holds personal data about you as a User of the Society's archives. This data provided by you on the signed Terms of Use of the Bidford Archive includes your full name, address, and other contact details comprising your telephone number (landline or mobile if offered) and your email address (if offered). ('Data')

#### **Why we keep your Data**

The Society keeps your Data to enable contact to be maintained with you as a User of the Society's archives. Your Data is used to maintain a record of Users and so avoid completion of repeat Terms and Conditions of Use forms by Users.

#### **How we use your personal Data**

The Society uses your Data to tell you about the archives held by the Society. We will use the Data to tell you about access to, and use of, the Society's archives. The Society will also advise you of specific events concerning the archives. When sending emails to you we will use the 'blind copy' BCC facility so that no other recipients of these e-mails can identify your e-mail address (nor you, theirs.)

#### **Sharing your Data**

Your Data is shared by BDHS/BCL Archive Committee comprising the Treasurer and Programme Secretary of the Society and two Directors of the Bidford Community Library, including the Library Chair. The Programme Secretary is the Society's Archive Data Controller. Your Data is held only in documentary form and in a secure cabinet.

If a need arises for your Data to be shared with another party your consent will first be sought for this sharing outside the Society or the Bidford Community Library.

#### **How long we will keep your Data**

Your Data will be retained for one year following your latest use of the Archives. You may contact the Programme Secretary if, one year after your last use of the Archives, you do not wish your data to be retained.

#### **Your rights to access your Data**

You have the right to access, and request a copy of, the Data about you held by the Society. You can receive confirmation of the Data held by contacting the Programme Secretary.

You have the right to request that the Society corrects your Data if it is found to be inaccurate or out of date.

You have the right to request that your Data is erased where it is no longer necessary for the Society to retain such data.

You have the right to withdraw your consent to the processing of your Data at any time.

### **Changes to the Privacy Statement**

The Privacy Statement is on display at the Bidford Community Library and Users of the Archives will be advised of revisions to it.

### **Contacts**

For information and advice about this Privacy Statement please contact the Programme Secretary or the Treasurer. You can find their contact details on the Society's website [www.bidfordhistory.org.uk](http://www.bidfordhistory.org.uk)