



# The Debenham History Society & Debenham Archive Data Privacy Notice

## 1. Our contact details

Name: The Debenham History Society

E-mail: [debenhamhistorysociety@hotmail.com](mailto:debenhamhistorysociety@hotmail.com)

## 2. The type of personal information we collect

We currently collect and process the following information for:

### a) Attendees of Debenham History Society Events

- Name
- Email address
- Phone Number

### b) Donors to the Archive

- Name
- Email address
- Address
- Phone Number

### c) We also hold the names of people identified in artefacts held or displayed in the Archive.

We do not have a formal membership or hold personal financial information.

## 3. How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- To enable receipt of effective communication of forthcoming events from the Debenham History Society.
- To enable the purchase of tickets to events organised by the Debenham History Society
- To support a donation to the Debenham Archive via the Deed of Gift Form or equivalent.

We use the information that you have given us :

- for the marketing of forthcoming lectures and items of interest relating to the activities of the Debenham History Society or associated organisations.
- to ensure the correct accreditations are given against artefacts in the Debenham Archive for copyright and provenance purposes.
- to identify people named or pictured in the artefacts held in the Archive for historical interest.

**WE DO NOT SHARE THIS INFORMATION WITH ANY OTHER ORGANISATIONS OR INDIVIDUALS.**

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

**(a) Your consent.**

**You are able to remove your consent at any time.** You can do this by either contacting [debenhamhistorysociety@hotmail.com](mailto:debenhamhistorysociety@hotmail.com) or by self-managing your subscriptions via the facility provided at the bottom of each electronic newsletter sent by the Debenham History Society via MailChimp.

## 4. How we store your personal information

Your information is securely stored in:

- Secure cloud storage which is password protected with restricted access.
- Within Mailchimp which is password protected with restricted access .
- Against the relevant artefact record within the Archive Database password protected with restricted access.

Your information will be stored for a maximum period of six years, in line with our data retention policy, with the exception of information in the Debenham Archive or in MailChimp.

If you have made a donation to the Archive, any personal details you have provided via the Deed of Gift form or equivalent, will be kept in the Archive as the permanent record of provenance and identification.

## 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 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 [debenhamhistorysociety@hotmail.com](mailto:debenhamhistorysociety@hotmail.com) 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 [debenhamhistorysociety@hotmail.com](mailto:debenhamhistorysociety@hotmail.com) or by following the Debenham Archive Take Down process available on the Debenham Archive website

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>