Lanarkshire Family History Society

Privacy Policy

The Lanarkshire Family History Society (the Society) is committed to protecting the privacy and personal information provided to us.

This Privacy Policy statement is for everyone who interact with the Society, whether as Members of the Society; those who buy publications from us; those for whom we undertake research; or those who come to our events.

This Privacy Policy describes how we collect and use personal information about you throughout your relationship with us, in accordance with the provisions of the General Data Protection Regulation (GDPR).

What information we collect, use, and why.

We collect, store and use the following personal information about you –

Name

Address

Telephone number

Email address

Tax payer information (for Gift Aid purposes)

How is your personal information collected?

We collect information about our members from their application forms and subsequent updates provided by members. We also collect your name if you attend our Research Centre – this is for fire safety purposes.

Personal information is also collected from forms submitted directly by you when contacting us via the website query facility, or for online purchases settled by PayPal from the personal information which you have provided to them and which they include in the payment confirmation emails we receive from them.

Members details are held on a secure database operated by the Membership secretary.

How we use the information about you

Member's personal information is only used for the administration and running of the Society and the delivery of our services to you. This includes the generation of mailing lists for the issue of our Journal and e-newsletters which are issued to all members. This mailing list is created and used only by the Society's Membership secretary. Members data is stored securely whilst the membership is current. If membership is terminated or not renewed then the relevant data will be deleted after two months.

Personal information is used to facilitate the delivery of items ordered via the website and for the management of any events which we might run. Data is kept securely until the order has been successfully completed or dispute resolved. Given that some deliveries are overseas the time scale for deletion may vary dependent on the location of the buyer. In the case of an event, the data will be deleted on completion of the event.

Your personal information may also be used to enable the Society to undertake research into your family history as required. This information is usually collected via the query page of the website or by personal contact with the Society, and will be retained only whilst that research is being carried out.

Although GDPR is UK legislation, the Society intends to apply its provisions and rights equally to all members and customers wherever they may be located throughout the world.

Data sharing

We will only share personal information with the relevant tax authorities for the purpose of Gift Aid payments.

Data protection rights

Under the General Data Protection Regulations you have a number of data protection rights and exemptions. Please see the ICO contact details at the end of this policy statement for further details on how to access this information.

1. Right of access – the right to ask us for copies of your personal information, including where we get the information from and who we share it with.

2. Right of rectification – you can ask us to correct or delete personal information which you think is inaccurate or incomplete..
3. Right to erasure – you can ask us to delete your personal information
4. Right to restriction of processing – you can ask us to limit how we use your personal information.
5. Right to object to processing – you have the right to object to the processing of your data.
6. Right to data portability – you have the right to ask us to transfer your personal information which you gave us to another organization or to you.
7. Right to withdraw consent – you have the right to withdraw your consent to use your data at any time

   If you make a request, we must respond to you without undue delay and in any event within one month.

Data Complaints procedure

You can make your complaint in person at -

122-4 Merry Street, Motherwell, ML1 1NA

in writing to

The Secretary, Lanarkshire Family History Society, c/o North Lanarkshire Heritage Centre, High Road, Motherwell, ML1 3HU

or by email to –

chairman-lanarkshirefhs@hotmail.co.uk

We will always try to deal with your complaint quickly, but, we will tell you if it is clear that the matter will need a detailed investigation, and keep you updated on our progress.

We are legally obliged to acknowledge your complaint within 30 days of receipt and without undue delay. We must take appropriate action to respond to your complaint, in writing, including making appropriate enquiries. We will keep you informed of our progress.

Investigation

We will appoint a small sub-group of Trustees to investigate your complaint.

Outcome

We will advise you of the outcome of our investigation, in writing. If you disagree with our decision, the Trustees may, where appropriate, choose to review the outcome. We will advise you of any change in the decision, in writing.

Information Commissioner's Office

More details regarding your rights under GDPR can be found at –

https://www.ico.org.uk/for-the-public

Should you choose to, you can register your complaint with the Information Commissioner's Office by calling their helpline on 0303 123 1113, or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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

As indicated above, you have the right to complain to the ICO in the event that you remain dissatisfied with the outcome of our investigation.

Changes to this Privacy Policy

We may update this privacy policy notice from time to time. The latest update was performed in August 2026.