



North West Kent Family History Society

(N W Kent and ancient Kent parishes now S E London incorporating TWFHS)

Privacy Notice

1. The Society 'North West Kent Family History Society' (NWK FHS) is a not-for-profit body for the education in family history and genealogical study and research. It is a registered charity No. 282627.
2. The personal data collected by the Society are the names and details of its members, which are required to communicate with them to provide the services that are the benefits of joining and being members of the Society. The data are also used to manage their membership payments.
3. The full membership data are not shared with any other organisation. Nor are any partial membership data stored on electronic devices or media other than those owned by the NWKFHS or those organisations which process work under instruction from the NWKFHS.
4. The name and postal address of each member is shared with the quarterly Journal printer to enable the Journal to be sent to each member.
5. Where a member has separately consented to Gift Aided Donation (GAD) then the subscription details and donation is shared with Her Majesty's Revenue and Customs (HMRC) to apply for the recovery of the donation tax.
6. The Society holds the following information as part of the membership list:-

Full Name

Title

Address

Contact details: provided by the member and may include telephone numbers and email address.

Other contact Information: A memo field for notes of specific details given by the member that affects either communication details or their membership payment.

Membership Number

Membership Type

Date of joining: The date the member initially joined the Society.

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Membership payment details: noting if paid by cheque, postal order, cash, standing order or via PayPal.

Donation: Information about any donations received from the member.

Admin Charge or Refund

GAD: Details related to GAD

Family membership: Where a member is a family member their details are cross-referenced to their other family member.

Area: The branch area closest to the member's address.

Journal receipt indicator: Paper or PDF

Consent-email:)	These are 'Yes' / 'No' fields to allow for management of consent given by members under the GDPR process.
Consent-post)	
Consent-phone)	

7. The personal data are used to communicate with each member and to send out the quarterly Journal either as a paper copy or as an electronic link to the relevant website page.

The membership information in reduced form is used at Society events to note attendance of members when checked for the fire and emergency procedures of the venue.

The membership information in reduced form is used by the web-master to provide access to the Members Only Area (MOA) of the Society website.

8. A legitimate interest assessment has been carried out by the Society as part of its procedural document. This was reviewed and approved by the Society Committee on 24th July 2024. This is available on request to the Secretary of the Society, NWKFHS c/o KCC Library, 80 Summerhouse Drive, Joydens Wood, Bexley, Kent DA5 2EE

9. The consent to the collection of the member's details is part of the membership application form and the annual renewal form.

Consent for GAD is part of the GAD application form. GAD data will be retained for 6 years as required by HMRC.

Consent for communicating physical (Library) workshop details and contacting from or to the workshop leader is agreed, usually by email, with each workshop leader. Contact emails are held in the Contacts folder of the workshop.booking@nwkfhs.org.uk email account. These details are kept for 6 years.

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Members initiate contact themselves for online (Zoom) workshop attendance. Contact details are securely held in a password-protected Society email account. Removal is at the individual member's request.

Consent for providing email information services is part of the application/ subscription form or web site link to this service. The service is authored by NWKFHS but managed by Mailchimp server and software.

Contributors of major articles submitted to the Editor are sent a proof copy and the following statement

GDPR statement to each author

Please read the information below and when you respond send me your membership number.

GDPR Your article will be identified by name and your membership number. (PLEASE SUPPLY). Members should be made aware that by submitting an article their name and membership number as author will be published and this will be in both printed and digital form. Both forms of publication will be part of the Society archive and will not be deleted, but will exist indefinitely.

If a reader wishes to contact you they can apply to the volunteer officer holding GDPR consent forms (hon membership secretary) and, providing one has been signed, facilitate communication.

In 2018, all existing members were asked to sign a consent form to provide a record of consent prior to the issue of the revised membership application and renewal forms. A similar exercise was carried out in June 2024 to bring consents up to date.

10. The membership list is held on a secure computer under control of the Membership Secretary with a copy issued to the Treasurer and a back-up copy held by the Society Chair, all are password protected.

The reduced forms of membership details are sent to the Journal printer, Treasurer (for subscriptions, GAD and summarised reporting) Branch Secretaries (for meeting management), Librarian (for managing attendance), Event Organisers (for managing attendance), Members' Interests Coordinator (for managing members interests) and the Web-Master (for managing member access to the website) in digital form that is password protected or in paper form as set out in the NWKFHS Management of Personal Data procedural document Appendix 2 and Appendix 16 (available on request).

No membership information is stored on non-NWKFHS media (whether electronic or physical), personal computers or personal emails.

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11. The membership list is not shared or used for direct marketing.
12. The Society publishes documents and historic data for sale to members and non-members (customers). Postal requests will be shredded 6 years after the current accounting year. Electronic copies of e-shop purchases are retained for 6 years after the current accounting year end. These electronic copies contain name, address, telephone and email addresses of the customers. They do not contain any bank or credit card details.
13. DNA details are not collected.
14. Members can apply to the Membership Secretary to have all or part of their details deleted. The consequence of this will be that all or some services may not be available from the Society
15. Members have the right to access their own personal details by applying to the Membership Secretary, NWKFHS c/o KCC Library, 80 Summerhouse Drive, Joydens Wood, Bexley, Kent DA5 2EE with a SAE using their original postal address.
16. Members may need to update or change their details to maintain communication with the Society and receive their quarterly Journal. Revised details are to be sent to the Membership Secretary by either post or email.
17. Full membership details are not transferred outside the UK.
18. Some limited membership information may be accessible by parties outside the UK who are employed by organisations which process work under instruction from the NWKFHS. In such cases the organisations in question will have their own UK-compliant data protection controls in place.
19. Membership details will be retained as long as a person is a member of the Society. Where a member does not renew on or about the 31st December of that year their personal details will be kept for a further 3 months on the current membership list. The membership list of the previous three years will be kept to manage their payments and prepayments. They will then be deleted and any associated paperwork shredded.
20. For Honorary members, their personal data will be retained until they resign, request to be forgotten or are deceased.