



Privacy Notice

We take our responsibility to safeguard personal data very seriously. This Privacy Notice sets out the basis on which we will process personal data collected by or submitted to our website, interactive services and platform (collectively the **"Platform"**). This notice outlines what data we may collect, how we may use it, how we protect personal data and your rights regarding your personal data. You should read this Privacy Notice alongside our Cookie Policy available [here](#).

The personal data that we process falls into one or more of the following categories:

1. You are a visitor to the Platform and are browsing and/or want to contact us to find out more information (**"Visitor"**).
2. You have set up an account so as to make contributions to our family history databases (**"Volunteer"**).
3. Your personal data has been collected from a register or census and included in our database of family history records (**"Record Subject"**).

Most of this policy applies to all categories but sometimes how we handle your personal data depends on which category you fall into. Please see the relevant heading below for the terms that particularly apply to your category of user.

Who we are

For the purpose of the Data Protection Act 1998 (the **"Act"**), the data controller is Free UK Genealogy (**"we"**, **"us"** or **"our"**). We are a charitable incorporated organisation registered in England and Wales under company number **1167484** and have our registered office at Westwood House, Westwood, Scarborough, YO11 2JD. ▪

Visitors

As a Visitor, you may contact us by email, telephone, or online response form. If you do this, we will use the personal data that you give to us to:

- operate the Platform and provide you with further information about relevant services; and
- improve the services we provide to Visitors.

Volunteer

As a Volunteer we will collect your email, telephone and other contact information. We may also collect information about your health, employment, educational background and any history of criminal offending.

We will use this information to:

- check your eligibility to help as a volunteer and, in the case of offending history, to safeguard you and other staff, volunteers and third parties;

Free UK Genealogy is a Charitable Incorporated Organisation (registered in England and Wales, number 1167484) acting as an umbrella organisation for the FreeBMD, FreeREG and FreeCEN projects.

- support and develop your role as a Volunteer and improve the services we provided to and receive from our Volunteers; and
- provide our charitable services and communicate about our charitable purposes, volunteering, training, campaigns and fundraising.

Record Subject

We collect and process publically available register and census information including personal data about a Record Subject's birth, baptism or other similar entry into a religious body, marriage and marital status, occupation (e.g. 'groom's occupation'), gender, age and other personal data as is recorded in historical documents.

We consider it is legitimate to process this information for research purposes, including statistical and historic purposes. However, if our processing causes a Record Subject distress, please inform our Executive Director at The Executive Director, Free UK Genealogy, Westwood House, Westwood, Scarborough YO11 2JD, UK, or email privacy@freeukgenealogy.org.uk. We may ask for proof of identity and further information, but we will remove from our Platform and not publically share information that causes distress to a Record Subject.

Please also contact us if you consider there is an error in the transcription of an historic record using the link on the website in question. We will correct any transcription errors, but if the error is contained in the original historic record, we will not correct the error (as our intention is to properly record the historic data), but will add a note so that future researchers will be aware the original record contained an error.

Everyone

For all users of the Platform, with regard to each of your visits to the Platform we will automatically collect the following data:

- technical information, including the internet protocol (IP) address used to connect your computer to the internet, your login data, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
- data about your visit, including the full URL, clickstream to, through and from our site (including date and time), page response times, download errors, length of visits to certain pages, page interaction data (such as scrolling, clicks, and mouse-overs), methods used to browse away from the page, and any phone number used to contact us.

We will use data that we collect about you:

- to administer the Platform and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes;
- to improve the Platform to ensure that content is presented in the most effective manner for you and for your computer;
- to allow you to participate in interactive features of the Platform, when you choose to do so;
- as part of our efforts to keep the Platform safe and secure; and
- to make suggestions and recommendations to you and other users of the Platform about goods or services that may interest you or them.

Newsletters and similar communications

We use newsletters and similar communications to keep people up to date with our activities. We will obtain your consent to contact you by post and/or e-mail about Free UK Genealogy opportunities or services we think you would be interested in.

Any electronic communication of this kind will have a link to unsubscribe for future electronic communications so you can easily withdraw your consent.

Also, if you would like to change your consent, you can do this at any time by contacting us directly by email to: privacy@freeukgenealogy.org.uk.

We will update your record as soon as we possibly can. If you tell us that you do not wish to receive such communications, you may still receive transactional and service based communications confirming and servicing other relationships you have with us.

Disclosures of Your Personal Data

We will not, without your consent, supply any of your personal data to any third party except where:

1. the transfer is to a secure data processor who carries out data processing operations on our behalf;
2. if we or substantially all of our assets are acquired by a third party, in which case data held by us about our Visitors and Volunteers will be one of the transferred assets; or
3. we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of us, our customers, or others. This includes exchanging data with other companies and organisations for the purposes of fraud protection and credit risk reduction.

We will use reasonable efforts to ensure your personal data are safe, secure and only used for the limited purpose you have provided them to us.

We will not share or sell your personal data to a third party organisation for marketing or fundraising purposes without your consent.

Security of Your Personal Data

We use reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal data.

Use of Data Processors

We may occasionally use a third party company to manage collation, processing and storage of your personal information on our behalf. We will carefully choose these companies making sure they are screened to protect your security and privacy. They will be permitted to use the personal data in accordance with our instructions only.

Your Rights: Access to information

The Act gives you the right to access information held about you. Upon receipt of your written request and enough information to permit us to identify your Personal Data, we will disclose to you the Personal Data we hold about you. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the personal data we hold about you.

Any request should be addressed to The Executive Director, Free UK Genealogy, Westwood House, Westwood, Scarborough YO11 2JD, UK or by email to privacy@FreeUKGenealogy.org.uk.

Updating Information

If you believe that any of your personal data held or being processed by us is incorrect then please write to The Executive Director, Free UK Genealogy, Westwood House, Westwood, Scarborough YO11 2JD, UK, or email privacy@freeukgenealogy.org.uk.

Third Party Websites

In our website we provide links to other websites for your convenience and information, and to generate advertising revenue that pays for our work. We cannot accept responsibilities for any issues concerning your data collected by websites that are not directly under our control. Please also be aware individual organisations operate their own policies regarding the use and sale of personal data and the use of cookies. If you have a concern regarding the way your personal data will be used on other sites then you are advised to read the relevant privacy statement on their sites.

Google Analytics

If you have chosen to enable Google to associate your web and app browsing history with your Google account, and to use information from your Google account to personalise ads, Google Analytics will collect Google-authenticated identifiers associated with your Google Accounts (and therefore, personal information). You can control your ads experience (or opt out of personalised ads altogether) at [My Account](#).

Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff may be engaged in, among other things, support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy statement.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted

to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Changes to our privacy statement

Any changes we may make to our privacy statement in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy statement.

Contact

Questions, comments and requests regarding this privacy statement are welcomed and should be addressed to privacy@freeukgenealogy.org.uk.

30 November 2017