



## 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 the Cookie Policy for the relevant website(s) available [here for freeukgenealogy.org.uk](https://www.freeukgenealogy.org.uk), [here for FreeBMD](#), [here for FreeCEN](#), [here for FreeCEN2](#) and [here for FreeREG](#).

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

We are 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. We are the controller and responsible for personal data collected or submitted to the Platform.

### Why we use your personal data

We will use your personal data:

1. to perform an agreement we have entered or are about to enter with you;
2. where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests; or
3. where we need to comply with a legal or regulatory obligation.

We rely on your consent to process your personal data in relation to sending you marketing communications. You can withdraw this consent at any time by contacting us or using an unsubscribe option in the message.

### Visitors

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

- operate the Platform and provide you with further information and respond to your enquiry; 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;
- 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](mailto: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](mailto: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.

## **Donations**

If you make a donation to support our activities, we will use your name, contact and financial details to process the donation. We will also give you the option to use Giftaid, which allows us to reclaim tax on donations made by UK taxpayers. If you select this option, we will share information about your donation with HMRC in order to claim the Giftaid.

We will also use your personal information to acknowledge say thank you for the donation – we really appreciate your support.

## **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.

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.

## **Transferring your personal data outside the European Economic Area ("EEA")**

Sometimes the companies we share your personal data with (as described above) are based outside of the EEA. When we share your personal data with them it will only be for the reasons we've mentioned in this Privacy Notice or agreed separately with you. We will ensure that there are appropriate safeguards in place to protect your personal data and kept it safe and secure.

## **How long we hold personal data**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If you have agreed to receive our newsletter we will keep your email address and other contact information in our database unless you tell us you don't want to receive our newsletter anymore.

## Your Rights

The law relating to data protection in Europe gives you a number of rights. We have summarised these below. You can get more information about these from the Information Commissioners Office ([www.ico.org](http://www.ico.org)).

- The right to be informed – You have the right to know what personal data we are processing about you. This privacy notice explains the sorts of personal data that we may process about you, why and when. You can ask us to confirm what personal data we hold about you and how and why we are processing it.
- The right of access – You have the right to have access to a copy of the personal data we hold about you.
- The right to rectification – You have the right ask us to correct your personal data if it is inaccurate or incomplete.
- The right to erase – You have the right to ask us to delete your personal data where there is no legitimate reason for it to be processed.
- The right to restrict processing – You have the right to stop us processing your personal data in certain ways (e.g. for marketing purposes).
- The right to data portability – You have the right to obtain a copy of your personal data for your own purposes and to move, copy or transfer it from one environment to another.
- The right to object – You have the right to object to processing for purposes of direct marketing, profiling, and research in some circumstances.
- The right in relation to automated decision making and profiling - You have the right to object to decisions being taken about you without any human involvement (“automated decision making”).

If you want to exercise any of these rights, please just contact us and we will investigate the matter and respond to you within one month. Sometimes we may tell you that we need to a longer period of time to deal with your request and we will let you know if that is the case and explain why

You also have the right to complain. We would like you to speak to us first to see if we can put things right but you can go straight to the authority responsible for data protection and law enforcement. In England this is the Information Commissioner’s Office (ICO). You can contact the ICO via their website is [www.ico.org.uk/global/contact-us/](http://www.ico.org.uk/global/contact-us/) or call 0303 123 1113.

## 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**

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](mailto:privacy@freeukGenealogy.org.uk).