

# **FGC Privacy Policy**

## **Privacy Statement**

### **Personal data**

FGC is committed to looking after your personal data in a way that is safe and secure, handling it in a responsible manner which complies with data protection laws.

When it comes to your privacy, FGC follow 3 main principles:

### **Simple.**

FGC want to make it simple for you to understand how FGC use your personal data. FGC aims to help you make informed choices by using basic language to describe our privacy policy and processes.

### **Transparent.**

FGC aims to be transparent about the personal information FGC collect, why FGC collect it and how FGC process it.

### **Consent Control.**

FGC give you control over the personal Information you provide. You choose how and when it is used, shared, kept or deleted.

Our full Privacy Statement is set out below and FGC suggest that you take the time to read and understand it.

## **Policy Contents:**

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## **1. About us.**

FGC is governed and operated by its board of directors and committee. FGC is a registered charity based at Enniskillen Castle. FGC is a volunteer organisation whose members are unpaid and who share a passion and love of family history in County Fermanagh.

FGC is committed to protecting your privacy and maintaining the security of any personal information received from you. FGC strictly adhere to the requirements of the data protection legislation in the UK.

## **2. The information we gather and store.**

2a) FGC constantly aim to gather only the information that FGC need in order to provide you with the service you have requested.

### Registration and other information.

2b) When you contact FGC you are asked to provide your name, your email address and country of residence. Also, optional is information about the family you are researching such as family name, relevant dates of birth, marriage, death, and associated areas of residence.

### Information you choose to share.

2c) In the event of you creating content on the email questionnaire such as family trees, photos and comments, you will be prompted to give your consent for FGC to hold this information on your account.

### Other information we receive about you

2d) FGC do not collect sensitive information (also known as special categories of information) about you except when you specifically and knowingly provide it and have consented to this. An example is inputting your religious belief to a family tree.

## **3. Emails from FGC**

The main focus here is what does FGC use your email address for?

Service Emails: FGC will not send you spam emails and will never send you unsolicited emails. There are some emails that FGC will need to send you to provide you with a service. These emails are in response to your initial email requesting guidance with family research.

#### **4. Sharing and use of information**

FGC use the information we receive from you, and only with your consent, through your use of the website, and the services we provide to you on the website, for the purposes set out below:

4a) Advising and providing relevant content to you on the website;

4b) Improving search results;

4c) Sending you emails and other communications, the latter which have prior been mutually agreed; example an update on your relevant family search

4d) FGC use your address to enable us to identify the location of users and to establish the number of visitors from different countries for FGC statistical purposes. This is required for our annual report.

FGC will prompt you for permission to use your information for the above purposes in relation to our current service,

#### **5) Sharing with other websites and applications**

The over-riding principles FGC apply are the following:

5a) FGC will not sell your email address to a third party;

5b) Registration and Family Tree Information.

The details you provide on registration, and the details of those you enter into your family tree are only available to you. Details in your family tree can be shared with other members at your discretion by using the opt-in opt-out option. Your email address is never revealed.

5c) FGC do not use cookies

**6) What if I don't provide some or all of the information requested?**

The impact of this will depend on what information you withhold, but the main impacts may be:

6a) FGC may not be able to process or fully process your request

6b) FGC may not be able to contact you to let you know of problems regarding your request

6c) FGC may not be able to respond fully to requests and queries you may have.

FGC cannot personalise the service you receive.

**7) What grounds (legal basis) is FGC processing the data under?**

There are a number of grounds FGC process your data under. These are:

**7a) Contractual** – FGC need the information to perform the services you have requested

**7b) Legitimate interest** – this means the processing aids FGC's interest (development) and allows us to manage the customer relationship effectively and efficiently, helping improve the service FGC provides.

**8) How FGC protects your information**

8a) FGC follows strict security procedures in the storage and disclosure of information which you have given us to prevent unauthorised access to: loss, misuse or alteration of your personal information in accordance with UK data protection legislation. These include firewalls and virus-checking procedures. Hard copies are kept in a secure lockable cupboard.

8b) If you think that someone has accessed your information held by FGC without your permission or gained unauthorised access to your login details, you must notify FGC of this immediately.

8c) FGC also recommend that if you use a shared computer or a computer in a public place such as a library, that you close your browser when you have finished your session.

## **9. Your rights regarding your personal Information**

Under the Data Protection law, you have a number of rights with respect to your personal information which are:

### **9a) Correcting your Information**

You are entitled to have your personal information updated to ensure it is up to date and accurate. In order to maintain the accuracy of the information we hold, you can update your personal details through our email service.

### **9 b) Withdrawing Consent**

You have the right to withdraw your consent to any processing that is currently being done.

### **9 c) Obtaining a copy of your Information**

You have the right to receive a copy of the personal information FGC hold about you.

### **9 d) Deleting your information**

You can request that FGC delete your personal information.

### **9 e) Data Portability**

You can request a restriction on the processing of your data.

### **9 F) Right to object to processing**

You have the right to request that FGC stop processing your data.

You can action any of these rights by contacting FGC via our website or email.

## **10. Right of complaint to the Regulator for Data Protection**

The data protection laws in the UK are regulated and enforced by the Information Commissioner's Office (ICO). Each individual has the right to raise a concern/complaint to the ICO should they have any concerns about how their personal information and/or privacy is treated. You can do this via the ICO's website, follow the links or have an online Live Chat.

Contact Details for the ICO are as following:

Helpline            0303 123 1113  
Email                casework@ico.org.uk

Postal address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire,  
SK9 5AF

## **11) How long does FGC hold your data for?**

FGC will retain your information to enable repeated tasks, such as contacting your email address for correspondence to be carried out. FGC will delete your data as soon as correspondence ends or on request from yourself for that purpose.

## **12) Removing your personal data from the FGC**

You may remove your profile from FGC by notifying FGC of your intention to do so. When your profile has been removed, FGC will archive and store your information for a reasonable time period for legal and administrative reasons and for the purposes of re-activating your account with us, if you wish to do so.

## **13) FGC contact details**

[www.facebook.com/fermanaghgc](http://www.facebook.com/fermanaghgc)

[www.fermanghgenealogy.org](http://www.fermanghgenealogy.org)

email [fgc2012@hotmail.com](mailto:fgc2012@hotmail.com)/fermanagh-genealogy-centre/

[www.enniskillencastle.co.uk](http://www.enniskillencastle.co.uk) explore- more /fermanagh-genealogy-centre/

Postal address Fermanagh Genealogy Centre

Fermanagh County Museum

C/o Enniskillen Castle

Enniskillen

Co Fermanagh

BT74 7HL

#### **14) Updates and reviews to this policy**

This policy will be reviewed on an annual basis. FGC will inform you that we have updated the policy by emailing you at the email address you have provided to us in the event that your details are current at that time.

### **Authorisation**

[Signature of Board Secretary]

Policy number	1PP	Version	1
Drafted by	Vivienne Carson	Approved by Board on	March 2019
Responsible person	Mervyn Hall	Scheduled review date	March 2020