

## **Family Research Privacy Policy**

### **Our contact details**

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### **The type of personal information we collect**

We currently collect and process the following information:

- Full name
- Address
- Email address
- Telephone number
- Date and place of birth
- Date and place of marriage
- Details about your relatives, living and deceased

### **How we get the personal information and why we have it**

Most of your personal information we process is provided to us directly by you and is used only for the purposes for family history research, as commissioned by you.

In the course of our research, we may discover other personal information about you and/or your relatives. This information may be sourced from various on-line databases and archives, including but not limited to Ancestry, Find My Past and Family Search. Other sources of information that may be obtained is from physical archives.

We use the information that you have given us in order to complete the research into your family history and to contact you from time to time in the course of this research in order to update you with the progress we have made and/or clarify information we have found in our research.

We do not post information we find in the course of this research into any of the on-line family history websites or any other type of website. However, in the course of searching for your family members we have to include details about you into the various search facilities these and other on-line databases provide. We will not post any information about you or your family onto our website without your express written permission, which may be withdrawn at any time by notifying us in writing or by email.

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is your consent, which you may withdraw at any time by contacting us in writing or by email, see contact details above.

### **How we store your personal information**

Your information is securely stored and backed up on hard drives in password and virus protected computers. Any paper copies of your information are filed in locked drawers, unless being used.

We keep an electronic copy of your final report for two years from the date the report was sent to you and all research findings for six months from the date the final report was sent to you. Any paper copies of information will be shredded four weeks from the date the final report was sent to you.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us in writing or by email if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint by writing to us at:

3 Glebe Gardens  
Stainton  
TS8 9TD

or by email: [familyresearch.org.uk@gmail.com](mailto:familyresearch.org.uk@gmail.com)

We are registered with the [Information Commissioner's Office](#), registration number A9083472. If you are unhappy with how we have used your data you can complain to the ICO:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>