

The Northumberland Archives Charitable Trust Privacy Policy and Data Protection Notice

The Northumberland Archives Trust (NACT) is a registered charity in England (1188637).

Our registered address is Northumberland Archives Charitable Trust, c/o Northumberland Archives, QEII Country Park, Ashington, Northumberland, NE63 9YF.

We are committed to protecting your privacy. We keep any personal information we have about you secure and confidential. We comply with data protection legal requirements in accordance with the General Data Protection Regulation (GDPR) 2018.

This policy tells you:

- What information we may collect about you.
- How we store your personal information and for how long.
- What we use your personal information for.
- Who (if anyone) we pass it on to and how they use it.

How we respect privacy when we deal with personal information collected by our organisation

This Privacy Policy applies to information we (NACT) collect about individuals who interact with our organisation. It explains what personal information we collect and how we use it.

If you have any comments or questions about this notice, feel free to contact us through treasurer@northumberlandarchivestrust.org

1. Personal data that we process

The following table explains the types of data we collect and the legal basis under which this data is processed.

Purpose	Data (key elements)	Basis
Enquiring about our organisation and its work	Name, email, message	Legitimate interest - it is necessary for us to read and store your message so that we can respond in the way that you would expect
Subscribing to email updates about our work (volunteering, membership, trustees) including fundraising	Name, email, postal address	Legitimate interest – we cannot supply you with updates and information without these contact details.
Making a donation	Name, email, postal address, payment information and any Gift Aid details supplied	Legitimate interest - this information is necessary for us to fulfil your intention of donating money and your expectation of receiving a confirmation message.
Publicising our projects and volunteers at work	Photographic images of volunteers, members and trustees	Consent – you have given your active consent
Project planning and forecasting	Questionnaire, survey, email, letter	Legitimate interest, as we use the information provided only for the purposes you would expect.
Website functionality	Website activity collected through cookies	Legitimate interest - it is necessary for us to store a small amount of information to deliver functionality that you would expect, for example, when you complete a sign-up form on our website. We also use tracking cookies, which collect anonymised information for statistical analysis purposes.

2. How we use your data

We will only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table above.

For example, we may use your personal information to:

- reply to enquiries you send to us;
- handle donations or other transactions that you initiate;
- where you have asked us to do so, to send you communications by email relating to our projects and other activities which we think may be of interest to you.

3. When we share your data

We will only pass your data to third parties in the following circumstances:

- You have provided your explicit consent for us to pass data to a named third party;
- We are using a third party purely for the purposes of processing data on our behalf and we have in place a data processing agreement with that third party that fulfils our legal obligations in relation to the use of third-party data processors; or
- We are required by law to share your data, for example when providing Gift Aid details to HM Revenue & Customs.

4. How long we keep your data

The Trust will retain personal data securely and only for as long as it is necessary to keep it for a legitimate and lawful reason.

A limited and reasonable amount of information will be kept for archiving purposes, for example: if you have requested that 'we no longer keep in touch with you', we will need to keep a record of that fact in order to fulfil your wishes.

5. Rights you have over your data

You have a range of rights over your data, which include the following:

- You have the right of access to your data (Subject Access Request)
- Where data processing is based on consent, you may revoke this consent at any time.
- You have the right to ask for the correction of any inaccuracies in your data. It is in our interests as well as yours that the information we hold about you is accurate.
- You have the right to ask that all or part of your data should be deleted. However, please bear in mind that the Trust may have lawful and necessary reasons to hold on to some personal data even following such request.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: www.ico.org.uk

If you would like to exercise any of the rights listed above or any other legal rights you have over your data, please get in touch with us through treasurer@northumberlandarchivetrust.org. The legal timescale for us to respond to a Subject Access Request is 30 days.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for us to continue to deliver some services to you. However, where possible we will always try to allow the maximum access to your rights while continuing to deliver as many services to you as possible.

If you have any other queries or concerns about the use of your data, please contact us through treasurer@northumberlandarchivetrust.org

6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website.

For example, if you leave a comment on our site, you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

We also make use of tracking cookies that do not collect personal information but that do help us collect anonymous information about how people use our website. We use Google Analytics for this purpose. Google Analytics generates statistical and other information about website usage by means of cookies, which are stored on users' computers. The information collected by Google Analytics about usage of our website is not personally identifiable. The data is collected anonymously, stored by Google and used by us to create reports about website usage. Google's privacy policy is available at <http://www.google.com/privacypolicy.html>

7. Modifications

We may modify this Privacy Policy from time to time and will publish the most current version on our website.