

# SOMERSET VERNACULAR BUILDING RESEARCH GROUP

## Privacy Notice

### **What is the Somerset Vernacular Building Research Group?**

We are a small voluntary organisation that studies and records the traditional houses and buildings of the historic county of Somerset.

### **What information do you collect about me?**

We gather a limited amount of personal information from individuals for the purpose of running the Group. These individuals may include our members, the owners/occupiers of properties we study, or other people the Group has dealings with or may need to contact. Our website does not use Cookies.

We collect:

- name and title
- postal address
- telephone number (mobile and/or landline)
- Email address
- relevant areas of interest.

### **How do you use this information?**

We use it to reply to general enquiries, to liaise with owner/occupiers and potential speakers, and to send information to members informing them of the Group's news, events, activities and recent building survey reports.

### **What is the lawful basis for you using my personal information?**

The lawful basis on which we use your personal information is our legitimate interest in carrying out research into the historic buildings of Somerset.

### **Do you share my personal information?**

Your personal information is treated in the strictest confidence. Membership information is not shared with any organisation. Building survey reports, which include an address but no name, are copied to Group members and the Somerset Records Office.

### **How long do you keep my personal information?**

We keep a member's personal information for a maximum of five years after they have left the Group. Building survey reports are kept in perpetuity as a record of Somerset's built heritage. Personal information about other individuals is retained for two years.

### **What are my rights regarding my personal information?**

Your rights are defined under the current information protection legislation. You may request at anytime:

- a copy of your personal information
- that incorrect information is amended
- that your personal information is permanently erased.

We will always verify the identity of anyone making a request before handing over any information.

If you believe that your information rights have been infringed you have the right to ask our Chairman to remedy the situation. If you are not satisfied, you may also report your concern to the Information Commissioners Office ([ico.org.uk](http://ico.org.uk)).

### **Who processes my personal information?**

Personal information is only accessible to the SVBRG Committee or, on occasion, a member nominated to have special access for the purposes of the Group. We do not undertake any automated data processing of personal information.

To make enquiries about the personal information we hold please contact our Secretary, whose Email address is: [secretary@svbrg.org.uk](mailto:secretary@svbrg.org.uk).

### **How do you protect my personal information?**

We take extensive precautions to protect the integrity of the personal information that we hold. Our Information Protection Policy is available from our Secretary, whose Email address is: [secretary@svbrg.org.uk](mailto:secretary@svbrg.org.uk). The person responsible for the policy and for ensuring its enforcement is the Chairman of the SVBRG Committee, whose Email address is: [gdpr@svbrg.org.uk](mailto:gdpr@svbrg.org.uk).

If an information breach occurs, we will assess the risk to you and contact you if necessary. When required, we will also notify the Information Commissioners Office.

### **Does this Privacy Notice cover the links on this Web Site?**

This Privacy Notice only applies to this web site. When you link from this web site to other websites this Notice and our Information Protection Policy no longer apply. We strongly recommend that you read the privacy notice on any site that you may link to before entering any personal details.

### **Will your privacy policy change?**

We keep our privacy policy under regular review and we will place any updates in this Privacy Notice, which was last updated on 1<sup>st</sup> May 2018.

### **Who do I contact if I have further questions?**

Please contact our secretary, whose Email address is: [secretary@svbrg.org.uk](mailto:secretary@svbrg.org.uk).