

## About us

The Guild of One-Name Studies (<https://one-name.org>) also known as the Guild is the Data Controller for the General Data Protection Regulation (GDPR).

Our official address is Box G, 14 Charterhouse Buildings, Goswell Road, London, EC1M 7BA, England. We can also be contacted for general information by emailing [guild@one-name.org](mailto:guild@one-name.org)

The Guild of One-Name Studies is the worldwide centre of excellence in one-name studies and Surname research, promoting the interests of both the individuals and groups who are engaged in them.

Established in 1979 and registered as a charity in 1989 in England and Wales (charity number 802048), the Guild provides its members with the means to share, exchange and publish information about one-name studies as well as encouraging and assisting all those interested in one-name studies by means of conference, seminars, projects and other activities. The Guild very much welcomes interaction with the public and has no paid staff, we are totally volunteer run and managed.

This Statement covers all the websites administered by the Guild or on their servers as detailed below:

- Main Official Website - <https://one-name.org>
- Members Website Project Platforms - <https://one-name.net>
- Marriage Locator Website - <http://www.marriage-locator.co.uk/>
- Surname Studies Website - <http://surnamestudies.org.uk/>

## What is the purpose of this document?

The Guild of One-Name Studies is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the General Data Protection Regulation (GDPR) which came into effect on 25<sup>th</sup> May 2018. It applies to all Trustees, Members, Post Holders, Contractors and with the public, if applicable.

We may update this notice at any time.

It is important that you read this notice, together with the membership application form, any surname registration application and/or renewals you make, so that you are aware of your responsibilities as a member of the Guild of One-Name Studies and so that you are aware of how and why we are using your information.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Websites owned by Guild members for the purpose of their one name study which form part of the Members Website Project (MWP) are the responsibility of the member who has registered the relevant surname. You can read the Terms and Conditions for the MWP at <https://one-name.org/members-websites-project-application/terms-and-conditions/>. A number of our members use the facility of the Members Data Store and the Terms and Conditions can be read at <https://one-name.org/members-datastores-archives/>

We ask that members availing themselves of these members benefits follow the Terms and Conditions in relation to living individuals and, in all cases, care must be taken not to publicise any information about living individuals without their full and explicit consent. The Guild does not accept any liability should individual members fail to adhere to guidance relating to living individuals.

### **Data Protection Principles**

We will comply with Data Protection law. This says that the personal information we hold about you must be given explicitly and:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only for as long as necessary for the purposes we have told you about.
6. Kept securely
7. Kept confidentially.

### **The personal information we collect and use**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We will not sell your information to another organisation.

Data we collect, and use is to enable us to carry out our obligations as a membership genealogical organisation who publishes a Surname Register each year and for legitimate reasons for example:

- Assess your suitability for membership and the processing of a membership application
- Assess the suitability for study registration
- Allow us to contact you regarding any issues connected with your membership
- Allow us to contact you regarding any issues relating to your compliance of study registration
- Allow us to contact you if you are identified as a Founder Members
- Allow us to contact you in regard to Gift Aid, if applicable
- Allow us to contact you regarding any matters relating to your bookings or enquiries about conferences or seminars

- Ensure we process payments relating to membership, study registration and purchases of goods (including DNA kits)
- Allow us to contact you regarding your registration and attendance at webinars
- Allow us to contact you regarding your application to the Members Website Project (if applicable) and any changes to the terms and conditions relating to the Project
- Allow us to contact you regarding a DNA Project (where applicable)
- Allow us to contact you in connection with information that we might share with other organisations, where applicable and to which you have consented or to confirm your entitlement.
- Allow us to contact you regarding an order for purchases from our website
- Retain information if you are a minor who is seeking membership
- Retain information if you are the parent or guardian of a minor who is seeking membership
- Retain very limited payment information in regard to payment for goods and items, as is customary in an encrypted manner
- Retain information relating to your wishes regarding your study or research beneficiary, if applicable
- Retain information if you are, or relating to, the beneficiary or next of kin of a member
- Assess your eligibility to subscribe or join member only communication channels, such as our email mailing list and Facebook group.
- For any other legitimate reason relating to your membership or enquiry

**This means specifically:**

- That by registering a Surname as a One-Name Study, a member has accepted that they can be contacted by the Guild and the public in regard to their study. If you do not have an email address on file, then the contact would be by your postal address
- That by accepting a Guild email address you have accepted that the Guild may contact you at that email address for any administrative business
- That by receiving where applicable the printed journal and Register you have accepted that the Guild may post these items to you, subject to your membership status
- That the Guild will retain all contact information for those who have previously registered a study until the Member (or former member) specifically requests that it be deleted
- That if a member chooses to provide a personal telephone number as part of their contact information, the Guild may use it for administrative purposes.

**The consents that the Guild asks members and prospective members to provide are:**

- Postal address
- Email address if applicable
- Telephone number (for administrative purposes only)
- Permissions for the publishing of your contact information (postal address &/or email address in the Register (published annually)
- Your status identified as 18+

We may also hold other information, that you have requested we hold, so that we can follow your instructions. Should you wish your postal address to be withheld from the annual register, please contact the Registrar via [registrar@one-name.org](mailto:registrar@one-name.org) and only your Guild study alias email address will be published in the register.

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Registered Charity in England and Wales Charity number 802048

## **Who we share your personal information with**

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you or where we have another legitimate interest in doing so.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will only share your personal information with any third party for legitimate reasons and we will only provide your personal information which we consider is necessary for the performance of that reason. This may include organisations and volunteers outside of the UK or European Union who provide services on behalf of the Guild of One-Name Studies and third parties to support us in providing our services and to help provide our internal IT systems (including email) with some outside of the European Economic Area. Where personal data is transferred outside of the EEA we will have a relationship with any professional supplier or volunteer who will provide an adequate safeguard of your personal data.

## **Cookies**

We use cookies on our website so that we can tailor the content to you, ensure it's working the way it should and make improvements.

A cookie is a small file of letters and numbers that is sent and stored on your computer and/or mobile device which provides us with information in relation to your website usage and allows us to recognise that you have used our website before.

Cookies are safe and secure and are commonly used by websites. Each website that sits within the Members Website Project will also be subjected to Cookies.

A cookie typically contains:

- The name of the server the cookie was sent from
- The lifetime of the cookie
- A unique identifier (usually a number)

When you visit the Guild of One-Name Studies website, our website server sends a cookie to your device and uses this number to recognise you when you return to the site or browse from page to page. This cookie is then stored on your computer or mobile device.

All websites can send a cookie to your browser if your browser settings allow it. Many websites do this to track online usage.

Cookies may be categorised on the basis of their life span:

1. Session or temporary cookies: these cookies expire when you close your browser or when the session times out

2. Persistent or permanent cookies: these are usually stored on your hard disk and survive across multiple sessions but have a longer expiration date.

You can easily control and disable cookies through your browser settings. You can learn how to remove cookies set on your device by visiting the external site of <http://www.allaboutcookies.org/manage-cookies/>. Removal of cookies may impact the experience whilst using the website through the repeated requirement of confirmation for entry.

Please note that we have no control over any third-party cookies, such as Facebook and you should check the relevant third-party websites for more information about these.

### Information retention & destruction

We will hold on to your personal data for:

- As long as it is necessary for membership and study registration, if applicable
- As long as it is necessary to comply with any payment requests or reimbursements, as is necessary
- As long as it is necessary until we are sure a payment has been successfully received by us when you order items or pay for membership, study registration, attendance at conferences or seminars
- As long as it is necessary for us to meet any statutory duties
- Any personal data that we hold, that we are ready to destroy will be done in a safe and secure method

### Your Rights

Under the GDPR you have access to a number of important rights free of charge. Under certain circumstances, you have the right to:

- **Fair processing** of information and transparency over how we use your use personal information
- **Request access** to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request amendment** of your personal information, some of which can be undertaken by using the Members Area of the website
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it, although we may retain a skeleton set of the information. If you ask us to erase your information, it may mean that we are unable to continue to provide membership services to you or for you to remain a study registrant.
- **Object in certain other situations** to our continued processing of your personal information.
- **Request the transfer** of your personal information to another party.

If you would like to exercise any of those rights, please email us at [gdpr@one-name.org](mailto:gdpr@one-name.org) and provide us with enough information to identify you:

- Proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill),
- Your membership number or order number and
- Inform us which information your request relates.

Once we have confirmed your entitlement to the information we will securely destroy the proof of identity documents.

We will provide the information to you within 30 days. If we need longer to meet the request you have made, we will contact you and explain why.

If you wish to make a complaint about the way the Guild of One-Name Studies processes information you can contact the Regulator, the Information Commissions Office (<http://ico.org.uk>) although they rarely intervene unless you have approached the organisation in the first instance.

**Internal Use Only:**

Document Approved by the Trustees	August 2018
Document Review Due	January 2019
Document Owner	Data Protection Adviser, reporting to the Trustees
Document Version	v2