

# Oxford Historical Society

Registered Charity No. 1101069

## Privacy Policy

The Oxford Historical Society is committed to protecting the data privacy of our subscribers and editors in compliance with the requirements of the General Data Protection Regulation 2018 (GDPR).

### The Oxford Historical Society's privacy responsibilities to individuals are:

- to explain clearly the purposes for which the Society holds their personal data
- to use the personal data for the stated purposes only
- to keep the personal data current & accurate
- to keep the personal data securely, using due diligence & appropriate measures to ensure that it is protected from loss, misuse, unauthorised access or disclosure
- to keep the personal data only as long as is necessary for the fulfilment of the stated purposes
- to ensure that they can exercise their personal data rights easily
- to inform them of any data security breach

### How the Oxford Historical Society collects the personal data of subscribers

On application to join, subscribers are asked to supply the Society with their name and a full postal address. Subscribers are given the option to supply an email address in addition.

### Purposes behind the collection of this data

The Society requires a full postal address for each subscriber so that it can fulfil its legal obligation to send them such newly published Society volumes as the length of their subscription qualifies them to receive, and to enable subscribers to purchase previously published Society volumes at the reduced price available only to them.

In the case of Society Newsletters and subscription reminders, subscribers are given the choice to receive these either by post or by email. This is entirely at the individual subscriber's preference, and may be freely changed by informing the Society's Secretary at any time.

### Note: Financial Information

When a subscriber opts to pay by Standing Order, their personal and bank details are held securely by the Society, and only shared with the Society's bank and the subscriber's bank so that the mandate might run.

### What the Oxford Historical Society does with the personal data it holds

The Society

- maintains a list of current subscribers
- records subscription information
- composes mailing lists for the sending of Newsletters to the preferred address of subscribers
- composes mailing lists for the dispatch of new volumes to those who were subscribers for the required years
- instructs the Society's delivery agent to send out new volumes to those owed them
- informs the Society's delivery agent of the delivery details of any subscriber purchasing a Society volume
- preserves an organisational archive for historical, research, and statistical purposes

### Sharing of Personal Data

The Oxford Historical Society shares subscribers' names and postal addresses with a contracted agent solely

for the efficient dispatch of Society volumes to them. The Society does not share subscribers' email with this agent.

The Society does not sell the personal data it holds to any third party,

The Society would not share or release the personal data with or to any other person, body, or organization except as it may be required to do so by law.

### **Future purposes**

If the Officers & Trustees of the Society were to decide that the effective running of the Society required the handling of personal data in a way not mentioned above, all subscribers would be contacted before this new process was initiated. The subscribers would be given a clear explanation of the new development.

### **The personal data of editors of Society volumes**

The Society's General Editor requires the contact details of individual volume editors to ensure the successful completion of the work to Society standards. *The correspondence leading up to the production of a volume is preserved in the Society's Archive.* A postal address of individual editors is required for the delivery of complimentary copies of the completed volumes.

### **Upholding privacy rights**

Under the GDPR, individuals are given various rights over their personal data, including the following:

- to ask the Society to declare what personal data it holds about them & who can access it, the uses to which it is put, and the provenance of the data
- to correct & update their personal data
- to request that their personal data be no longer processed in a particular way
- to request that the use of their personal data be restricted to certain purposes only
- to request that the Society erase their personal data

Society subscribers & Society volume editors wishing to exercise one or more of their rights are welcome to contact the Secretary at 24 Tree Lane, Iffley Village, Oxford OX4 4EY or via [elizabeth.wells@bodleian.ox.ac.uk](mailto:elizabeth.wells@bodleian.ox.ac.uk).

It may be necessary for the Society first to check the proof of identity of the person making the request. Once this is satisfied, except in a case of a legal obligation on the Society to the contrary, the request will be complied with within a month of the request being received.

In those circumstances where it is impossible for the Society to fulfil the request - for example when the data or process is required for the running of the Society - a full explanation would be sent to the person who made the request within the month. This communication would include a reminder of their right to complain to the supervisory authority (the Information Commissioner's Office 0303 123 1113 or via the Report a concern section of the ICO website <https://ico.org.uk/>) and their right to seek a judicial remedy.

There are no fees or charges for the handling of requests, except that the Society retains the right to charge administrative fees for requests that are manifestly unfounded or excessive.

12 May 2018