

Griffydam History Group

Privacy Notice

Introduction

Griffydam History Group is committed to protecting your personal information and being transparent about what we do with it. We collect and use personal data to help us carry out our objectives, operate as a heritage organisation, and comply with our legal obligations.

This notice explains how we collect, use, and protect your data. If you have any questions, please contact us at griffydamvillage@gmail.com

Who we are

Griffydam History Group is a sub group of Griffydam Community Group, a not-for-profit community organisation. Griffydam History Group is dedicated to preserving and celebrating the history of the local area. We are the 'data controller' for the personal data we process, meaning we are responsible for deciding how to hold and use it.

The personal data we collect

The personal data we collect depends on your relationship with us. This may include:

- **For members and supporters:** Your name, address, email, phone number, and records of your engagement with us.
- **For volunteers:** Your contact information, emergency contact details and information relevant to your volunteering role.
- **For donors:** Your name, address, contact information, donation history, and Gift Aid declarations.
- **For visitors and event attendees:** Contact details provided for bookings, sign-ups, or enquiries.
- **For website users:** Online identifiers collected via website forms, cookies and similar technologies.

How we collect your data

We may collect personal data from you in the following ways:

- When you complete a form on our website or at one of our events.
- When you correspond with us by phone, email, or in person.
- When you donate or purchase a product

How and why we use your data

We only use your personal data where we have a lawful basis to do so under UK GDPR. This includes:

- **Processing payments and fulfilling orders:** To manage your donations, purchases, or membership.

- **Communication and marketing:** To send you newsletters and information about our activities, but only if you have consented to receive them. You can opt out at any time.
- **Administration:** For the efficient running of our organisation, including managing volunteers and keeping accurate records.
- **Fundraising analysis:** To help us understand our supporters and improve our fundraising strategies.
- **Legal compliance:** To meet legal and regulatory obligations, including for financial auditing or law enforcement purposes.
- **Improving our services:** To better understand our audiences and improve the visitor experience.

Who we share your data with

We will never sell or rent your personal information to other organisations. We may share your data with third parties in the following limited circumstances:

- With your explicit and informed consent.
- With third-party service providers (e.g., IT support, payment processors, mailing houses) who act on our behalf under strict data protection agreements.
- If required by law or a lawful request from a government or law enforcement authority.
- When necessary to protect and defend our rights, property, or personal safety.

How we keep your data secure

We take the security of your personal data seriously and have appropriate measures in place to protect it. Access is limited to authorised staff and volunteers who need it to perform their roles.

How long we keep your data

We will not keep your personal data for longer than is necessary for the purposes we have collected it.

Because we aim to preserve the content of the website as a historical archive, any historical information that you provide will be stored indefinitely but only with your explicit and informed consent.

Your data protection rights

Under UK data protection law, you have specific rights concerning your personal data. These include the right to:

- **Be informed:** About how your data is being used.
- **Access:** Request a copy of the information we hold about you.
- **Rectification:** Have inaccurate or incomplete data corrected.
- **Erasure:** Ask us to delete your personal data in certain circumstances.
- **Object:** Stop us from using your data for direct marketing.
- **Complain:** Raise a concern with us or the [Information Commissioner's Office \(ICO\)](#).

Web site tracking

Whenever you visit our website, our host server automatically records each page you visit and the IP address from which you are connecting to us. It also records other information, including your operating system, your web browser, and the web site from which you followed a link to our website (if applicable).

Additionally, our host server uses cookies and other tracking technologies to collect information about how the user interacts with the website. This information is used to improve the usability of the website and to track user engagement. Our host server does not sell or share personal information with third parties. However, it may share aggregated or anonymised data with third parties for research or marketing purposes.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website. When you link to other websites you should read their own privacy policies.

Contact and complaints

If you have any questions or concerns about this privacy notice, please contact us on griffydamvillage@gmail.com

If you are not satisfied with our response, you have the right to make a complaint to the ICO at their website: ico.org.uk/concerns/