

## **Selden Society - Privacy Notice & Policy**

**The Selden Society** (“we”, “us”, “our” or “the Society”) takes the protection of personal data very seriously. This notice explains what personal data the Society holds about you (“you” or “your”), how we use it internally, whether and how we share it, how long we keep it and what your legal rights are in relation to it.

“Personal data” is information relating to you as a living, identifiable individual. We refer to this as “your data”.

Our Privacy Notice & Policy is periodically reviewed and was last updated in May 2018. We may change this policy from time to time so please check this page occasionally to ensure that you are happy with any updates.

### **What personal data we hold about you**

We collect personal information from you when you enquire about our activities, register as a member of the Society, and/or subscribe to our mailing list. The information that we collect includes:

- your name and title;
- your email and postal address(es);
- telephone number(s);
- bank details for subscription payments;
- your employer, job title and business address;
- the date you joined the Society; and
- copies of correspondence you send us or we send to you.

We may supplement the information you provide with other information we receive from third parties, such as people you know who are current members of the Society.

Please let us know if any of your personal information changes or is inaccurate by email or in writing using the contact details below so that we can keep our records up to date.

### **Our legal basis for processing your personal data**

The basis upon which we process your personal data and consequences to you of not providing it, depend upon the type of personal data involved, our relationship with you, and the purpose for which the data is needed:

- Where you have agreed to become a member of the Society and you have completed a registration form, the primary legal basis for processing your personal data is that the processing is necessary for the performance of our membership agreement with you, or in order to take steps at your request prior to entering into a membership agreement.
- Where you have agreed with another party for that other party to send us your personal data so that we may provide you with information or updates relevant to the Society's aims, we have a legitimate interest in processing your data in order to carry out your request and to encourage the study, and advance the knowledge, of the history of English law.
- Processing of your personal data may also be necessary for compliance with our legal obligations as a charity registered in England and Wales.

If you decide not to provide your personal data, you may not be able to fully enjoy your membership benefits and therefore we may not be able to fulfil your membership agreement with us.

### **How we use your personal data**

We will use your details to send you copies of volumes and other written materials which we publish, and to provide you with information about our activities and invitations to events and seminars that we think you will find of interest, or which may be relevant to the activities of the Society (for example, occasionally we are approached by other organisations interested in the study of English Legal History and we may forward to you information about that organisation and their activities). We do not give your personal data to those organisations.

From time to time we may invite you to events that we run jointly with other organisations. If you register for such an event, both organisations may receive your contact details (unless otherwise specified in the registration documents).

We also publish lists of our members (past and present) from time to time.

### **How we share your data**

Your personal data may be seen or used by our employees (including volunteers authorised by us to carry out the Society's tasks), our Council and our executive team in the course of their duties, or others lawfully working with us in the ordinary course of our operations.

We will not sell your data to third parties. We will only share it with third parties if we are allowed or required to do so by law. This includes, for example:

- where we are required to make disclosures to relevant tax authorities, immigration or other government agencies;
- where we are required to report information to the Charity Commission; and
- where we decide to report alleged criminal misconduct to the police.

### **Sharing your data outside the European Union**

Where you reside in a country outside of the European Union, we will transfer your personal data to the relevant volunteers or employees or representative/s of the Society in the country of your residence so that we can perform our membership agreement with you (for example, so that we can send you copies of volumes and other written materials which we publish).

When we produce a register of members, which will include your name and title, that information may be accessible outside of the European Union.

### **How long will we keep your data**

The Society considers its register of members, both past and present, as of historical importance to the study of English legal history and in the public interest. For that reason, we will keep your name and title, address, and your employer, job title and business address forever.

We will keep other personal data for up to 7 years following cessation of your membership.

### **Your rights over your data**

You have the right to request copies of the personal data we hold about you. If you wish to obtain a copy of your personal data, you may contact us by email or in writing using the details below.

You also have the right to ask for inaccuracies in your data to be corrected, and in certain circumstances for us to stop processing your data or for your data to be erased. Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

If you believe that we have not complied with any of our obligations under data protection laws in the UK, please let us know using the contact details below. You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/>.

### **Contact details**

[selden-society@gmul.ac.uk](mailto:selden-society@gmul.ac.uk)

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(please mark all correspondence for the attention of the Secretary)