



Association for Manuscripts and Archives in Research Collections (AMARC) Privacy Policy

Introduction

AMARC is committed to protecting your personal data and we will only use it legally and responsibly. This notice provides details of what information we collect from you and what we will do with it.

Your personal data – what is it?

Personal data is data which relates to a living individual who can be directly or indirectly identified from that data. The processing of personal data is governed by the *General Data Protection Regulation 2016/679 (the GDPR)*.

Who are we?

The Association for Manuscripts and Archives in Research Collections (AMARC) is the data controller. This means that AMARC decides how your personal data is processed and for what purposes. AMARC contact details are given below and can also be found on our website at <https://amarcsite.wordpress.com/how-to-join/>.

How do we process your personal data?

The GDPR defines *processing* as “any operation or set of operations which is performed on personal data or on sets of personal data”. AMARC complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure, and by ensuring that appropriate technical measures are in place to protect personal data.

Types of data processed by AMARC:

- Names (of members, institutional contacts, attendees and speakers at meetings)
- Email addresses
- Postal addresses
- Institutional affiliations
- Financial: subscriptions and conference fees
- Grant applications

- Dietary preferences and access requirements in relation to AMARC meetings

We use your personal data for the following purposes:

- To administer membership records
- To promote the interests of the Association and its members (where its members' interests are aligned with AMARC's activities)
- To inform members of news, events, activities, etc.
- To collect and record annual subscriptions
- To maintain our own accounts and records
- To process grant applications
- To organise Association meetings

What is the legal basis for processing your personal data?

AMARC will only process your personal data when we have a legal basis to do so, including:

- Where we need to process your information to fulfil our contractual obligations to you, for example to provide you with your membership benefits such as the newsletter and information about forthcoming events.
- Where we have a legitimate interest in processing your information. AMARC currently relies on this basis of processing in order to contact members about the renewal of membership subscriptions and to process grant applications. Where we rely on this basis of processing, we will inform you (either in this notice or by some other means) and you have the right to object to this processing.
- Where we have your consent to process your information, for example to send you communications not covered by another basis for processing. Where we rely on this basis for processing, we will always ask for your consent and never assume that it has been given. You can withdraw your consent at any time.

Sharing your personal data

Your personal data will be treated as strictly confidential, and, within AMARC, will be shared only with members of the Association's Executive Committee. Should we wish to share your personal data outside of the Executive Committee, for example on an attendance list for a meeting, we will ask for your consent. Postal addresses are shared with the printers of the newsletter in order to send copies to members. A data sharing agreement is in place to ensure that the printers comply with the GDPR.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary for the period of your membership of the Association in order to administer your membership and to comply with any legal requirements.

Your rights and your personal data

Unless subject to an exemption (under GDPR), you have the following rights with respect to your personal data:

- The right to be informed of data processing by AMARC
- The right to request a copy of any data held by AMARC about you
- The right to request correction of any inaccurate or out-of-date data
- The right to erasure of personal data under certain circumstances
- The right to restrict processing of personal data under certain circumstances
- The right to data portability of personal data
- The right not to be subject to decisions based solely on automated processing
- The right to object to processing on the basis of our legitimate interest

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contacting you

AMARC's preferred means of contacting you is by email. Where you have provided the Association with an email address, we will use this to contact you. You can ask that we use a postal address to contact you, or change your preference for how we contact you, by writing to the Membership Secretary.

Contact details

To exercise all relevant rights, queries or complaints, please in the first instance contact:

The Membership Secretary, Richard Wragg: richard.wragg@ng-london.org.uk; The National Gallery, Trafalgar Square, London, WC2N 5DN.

or

The Treasurer, Michael Stansfield: m.m.n.stansfield@durham.ac.uk; University Library and Special Collections, Palace Green, Durham, DH1 3RN

If you are not happy with how we have handled your query or complaint, you can contact the Information Commissioner's Office (www.ico.org.uk).