

# TATHS Privacy Policy

We are committed to safeguarding the privacy of information provided by members of TATHS and by visitors to the website, our stands at shows and other TATHS events and displays; this policy sets out how we will treat your personal information. TATHS considers it has a lawful basis to process members data as there are legitimate interests in providing membership benefits.

## (1) What information do we collect?

TATHS is a registered charity (290474) with the object of advancing the education of the general public in the history, development and use of hand tools and of the people and trades that used them. TATHS is a voluntary membership organisation and maintains a list of current members including full names addresses, email, telephone numbers and interests. This information is provided to members on request and is also available on the website in the Members' area in respect of members who have authorised that.

The TATHS website may collect, store and use the following kinds of personal information:

- 1) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation and other information pertinent to your use of the website). This is the standard information sent by all browsers to the server when a web page is requested, this information is essential and the website will not work without it;
- 2) information relating to any transactions carried out, including information relating to any purchases you make of our goods or services and subscriptions paid on-line;
- 3) any other information that you choose to send to us;
- 4) The TATHS website does not make use of "cookies" itself but it uses Google Analytics to analyse the website traffic. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is [available here](#).

Information on transactions carried out on paper rather than on-line is also held by the Society's officers. Bank account details are collected if a member wishes to pay their annual subscription by standing order, but these are not retained once the appropriate form has been forwarded to the member's bank.

Details of Membership records are replaced three times a year and retained on the website for six months, but the Society has no control over copies held by individual members which may be retained indefinitely. Financial records are retained for ten years before being disposed of securely.

## **(2) Using your personal information**

Personal information submitted to us will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) carry out membership activities, including:
  - (i) delivery of the TATHS newsletter and other publications;
  - (ii) informing you of the annual conference and other forthcoming events;
  - (iii) organising regional group meetings and trips
- (b) enable use of the Members' area of the website;
- (c) send goods purchased from us and supply services purchased from us;
- (d) send statements and invoices, and collect payments;
- (e) send email notifications which you have specifically requested;
- (f) deal with requests for information on tools and trades, other enquiries and complaints made by or about you;
- (g) inform HMRC of gift aid donations, as required by their rules and using their secure email links.

TATHS has a policy of not allowing the sharing or use of membership information for direct marketing.

Website financial transactions are handled through our payment services provider, PayPal. You can review the PayPal privacy policy at [www.paypal.com](http://www.paypal.com). We will share information with PayPal only to the extent necessary for the purposes of processing payments you make via our website and any complaints and queries relating to such payments.

## **(3) Disclosures**

We may disclose information about you to any of our trustees, officers or suppliers in so far as is reasonably necessary for the purposes as set out in this privacy policy. In particular, names and addresses will be provided to our printing contractor for direct mailing of the TATHS Newsletter.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;

- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

#### **(4) Security of your personal information**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information held on the website on secure (password- and firewall- protected) servers provided by a hosting service. Other records will be held securely under lock and key or in password protected files on Officers' computers.

We cannot guarantee the security of data sent over the internet.

You are responsible for keeping any password and user details confidential. We will not ask you for your password (except when you log in to the website). The website will store details of access to the Members' area, but this only records the user name you have chosen. The webmaster maintains a record of user names and identities off-line, but not passwords.

#### **(5) Policy amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

#### **(6) Your rights**

Members may view the information held on them and available to other members at any time by visiting the Members' area on the website. You may instruct us to provide you with any additional personal information we hold about you by writing to the Membership secretary, whose contact details are included on the back page of the Newsletter. In order to provide such

information, we will need appropriate evidence of identity (for example, a certified photocopy of your passport and a copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to include your details on the Membership list held on the website or issued to other members when you renew your subscription. If you wish to withdraw the information mid-year, you should write to the Membership Secretary. The Membership secretary should also be contacted if you believe the information held on you is incorrect or out of date.

If you are not happy with the way in which we have handled your request, you may raise the matter with the TATHS Committee by writing to the Secretary or Chairman. If the matter is not satisfactorily settled by the Committee, you have the right to take the matter to the Information Commissioner's Office.

#### **(7) Third party websites**

The website contains links to other websites. We do not exchange information on members with any of these sites and we are not responsible for the privacy policies or practices of third party websites.

#### **(8) Contact**

If you have any questions about this privacy policy or our treatment of your personal information, please contact the Membership Secretary.