Yorkshire Archaeological and Historical Society

Privacy Policy

1. Introduction
The Yorkshire Archaeological and Historical Society (‘YAHS’ or ‘we/us/our’) is committed to protecting and respecting your privacy. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. If you have any queries about this policy or how we use your personal information, please contact us using the details provided below.

This policy (together with the Terms and Conditions governing the use of our website and any other documents referred to in it), sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. By visiting https://www.yahs.org.uk/ you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation, whichever may be in force in England and Wales from time to time (the Act), the data controller is YAHS. Our nominated person for data protection is the Honorary General Secretary (yas.secretary@gmail.com).

2. Your consent
We require your express consent to use your information for certain purposes. By positively accepting this privacy policy, you consent to our processing such information in accordance with the purposes and provisions of this Privacy Policy. In particular:

- you consent to us contacting you to share information with you about the YAHS and its activities and about other subjects we think are of interest to YAHS members;
- you consent to us contacting you for marketing and fundraising purposes, in accordance with any preferences you outlined when registering on the YAHS website and/or when you became a member of the YAHS or one of its Sections;
- you consent to us sharing your data with the Taylor and Francis Group (part of Informa UK Limited) in order to provide online access to the Yorkshire Archaeological Journal and distribution of it in print;
- you consent to us sharing your data with mailing companies or publishing partners in order to provide you with subscription volumes and membership communications (we shall not provide your data to such companies or partners for any other purposes);
- where necessary to do so for the legitimate interests of the Society, you consent to us transferring and storing your data outside of the European Economic Area (EEA).

3. How we collect information
We obtain personal information from you when you use our website, join the YAHS, enquire about our activities, register your details, send or receive an email, ask a question or otherwise provide us with personal information.
4. **What information we collect**  
We collect personal data as defined by the Act. The personal information we collect may include name, email address, postal address, and telephone number. We record your requests for information and any feedback we receive from you. We may also collect technical site usage information, including your browser type or the Internet Protocol address used to connect your computer to the Internet.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to us changes - for example, if you change your email address, name, payment details, or if you wish to cancel your subscription or registration, please contact us.

We also gather general information about the use of our website, such as which pages users visit most often and which services, events or facilities are of most interest. We may also track which pages users visit when they click on links in emails. We may use this information to personalise the way our website is presented when users visit, to make improvements to our website and to ensure we provide the best service for users. Wherever possible we use aggregated or anonymous information which does not identify individual visitors to our website.

5. **How do we use your information**  
We will use your personal information:
- to promote the aims of the YAHS;
- to provide you with services, products or information you have requested or subscribed to;
- to provide you with information about future events, products, and services we think may be of interest to you, including third party events, products and services;
- for administration purposes including to create an account for you if you register with us; to notify you about changes to our services; as part of our efforts to keep our site safe and secure; and to ensure that content from our site is presented in the most effective manner for you and for your computer.

We will only use your personal information for electronic marketing purposes if we are allowed to do this by law and have your consent. If you agree to us providing you with marketing information, you can always opt out at a later date. If you would rather not receive marketing material from us, please let us know at any time using the contact details below.

We may analyse the personal information we collect to create a profile of your interests and preferences so that we can contact you in the most appropriate way and with the most relevant information. Where relevant, we may also assess your personal information for the purposes of fraud and credit risk reduction.

If you enter your personal details in one of our online forms, we may use this information to contact you even if you do not 'send' or 'submit' the form. We will only do this to see if we can help with any problems you might be experiencing with the form or with our website. If you submit personal information for publication on our website, we will only publish and otherwise use that information in accordance with the licence you grant to us.

6. **Instances in which we may share your information**  
We share your personal information with contractors and suppliers who provide services on our behalf, to the extent necessary to enable you to receive those services, and with...
any associated organisations and agents for the purposes described above.

If you make a payment or donation to us we will need to share your information with our payment processor. Our online payment system is Payment Card Industry Data Security Standard compliant.

By paying via our payment processor you agree to accept their terms and conditions for the use of their services, including their privacy policy. We suggest that you read their privacy policy when using their service as we are not responsible for data you share with them.

We may also need to disclose your information if required to do so by law or as expressly permitted under the Act.

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

7. How do we protect your personal information?
We use a secure service when you make a donation or purchase through our website. We take appropriate measures to ensure that the information disclosed to us is kept secure, accurate and up to date and kept only for so long as is necessary for the purposes for which it is used. However, you should be aware that the use of the internet is not entirely secure and although we will do our best to protect your personal data we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet. Any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features such as encryption to try to prevent unauthorised access.

8. Your rights
If you have created an account with us, you can sign into your account to access and update your information. You have the right to ask us not to process your personal data for marketing purposes. You also have the right to ask for a copy of the information we hold about you (for which we may charge a fee if permitted by law) and to have any inaccuracies in your information corrected. If you wish to exercise these rights, contact us using the contact details at the end of this policy.

You may ask us, or we may ask you, to rectify information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate. If you inform us that your personal data is inaccurate, we will inform relevant third parties with whom we have shared your data so they may update their own records.

You have a right to obtain your personal data from us and reuse it for your own purposes, perhaps for another service, without hindering the usability of the data. This will only apply when we are automatically processing your data for the performance of a contract.

You have a right to seek the erasure of your data (often referred to as the ‘right to be forgotten’). You may wish to exercise this right for any reason, for example where it is no longer necessary for us to continue holding or processing your personal data you may withdraw your consent. You should note that we are entitled to and reserve the right to
retain your data for statistical purposes.

You have a right to prevent us from processing your data for the purposes of marketing. If you would like us to stop using your personal data for this purpose, or if you would like to exercise any of your rights above, please contact us. We will act in accordance with your instructions as soon as reasonably possible and there will be no charge.

9. Cookies
Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

10. Changes to this policy
Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy. By continuing to use our website you will be deemed to have accepted such changes.

11. Contact
If you have any questions about this policy or how we use your personal information, please contact us by email to yahs.office@gmail.com, by telephoning 0113 2457910, or by post to Honorary General Secretary, YAHS, Stringer House, 34 Lupton Street, Hunslet, Leeds, LS10 2QW.

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