



## Norfolk Polish Heritage Group (NPHG)

### Privacy Policy

The General Data Protection Policy (GDPR) has an impact on how and why we obtain and store personal information. We have strived to keep this simple and easy to understand.

- Personal information collected by your involvement with the NPHG through registration via our website is stored on a secure dedicated server and managed by the group. Our mailings are sent by Mail Chimp and [their privacy policy can be read here](#) . The only information we and they keep is your name and email address.
- Personal information is not shared with any other organisations or individuals outside of NPHG without your specific consent. This will always be the case unless we are required to provide such information as a matter of law.
- Personal information is held for the period that you continue to wish to have an involvement with NPHG. All information will be reviewed annually regarding its suitability for retention or deletion.
- Limited personal information may be shared with officers of NPHG on a need-to-know-basis for example but not limited to the preparation and supply of tickets, involvement with our Archive Project, delivering news of NPHG activities and event notifications.
- Upon your ceasing to have any involvement with NPHG, or at any other time, you are entitled to give an instruction to have your personal information deleted from our record.
- Regardless of the manner in which information is provided by you it will be kept secure. Letters and transcripts of telephone conversations will be scanned, stored on a secure server and the originals destroyed.
- We cannot accept liability for misuse and or loss of personal data either intercepted or unlawfully extracted and used by an unauthorised party resulting from your input of data to our website or any other website as this will be via a third party appointed by you
- We are bound by compliance to the EU and UK Data Protection and GDPR laws at all times, specifically in regard to personal information.
- At any time it is your right to request details of the personal information data we hold and, as necessary, to request deletion of some or all of the data.

## Your right to know

- Our Data Protection Officer is Adrian O'dell and you can contact him at:
  - [adrian.odell@norfolkpolishheritagegroup.org](mailto:adrian.odell@norfolkpolishheritagegroup.org)
- In case you would like to exercise any of your GDPR related rights (the right to access, rectification, erasure, restriction of processing and right to data portability) please contact us via email at the above address.
- You have the right to lodge a complaint with the supervisory authority (ICO: [www.ico.org.uk](http://www.ico.org.uk)).
- We will not use personal data provided via the contact us form for any other purpose than described above.

## Cookies and tracking

In order to improve the overall experience of visiting our website, we use a server-based log to collect anonymous information about our website visitors. This data is only used to generate statistical charts and will not be used in any other way.

### Use of Cookies on our website

By using this site, you have given us consent to use cookies.

Cookies are small text files that are stored on your computer when you visit a website. They are mainly used as a way of improving the website functionalities or to provide more advanced statistical data.

### Google Analytics

Our website uses Google Analytics which relies on cookies to generate more advanced visitor charts and data mining reports. Similarly to our server-based logs, Google Analytics collects anonymous information that will not be used to identify our website visitors. [Their privacy policy can be read here.](#)

### Controlling Cookies

Your web browser (the software you use to access our website) should allow you to control the cookies that it stores on your computer. Please refer to the relevant supplier's website to find out more. If you feel that this site is not following its stated information policy, you may contact our Data Protection Officer at the above address.

### Changes or reviews to this policy

We will post any changes to this policy on our website. Those changes will then apply to any future use by you of our website.

A full copy of our Privacy Policy and any other relevant GDPR documents can be made available upon written request.

**Prepared by Norfolk Polish Heritage Group**

**May 25<sup>th</sup> 2018**