

## **British Numismatic Society Privacy Notice**

This privacy notice describes how and why the British Numismatic Society (“we”, “the Society”) uses the personal data of our members (“you”, “members”). “Personal data” means any information that either alone, or in combination with other information, would identify you as a living individual: for example, your name and date of birth.

### **How and why do we use your data?**

We will only use your personal data in accordance with our Objects as a Society and to run the Society as described in the Bye-Laws. The law on data protection sets out a number of different reasons or lawful bases under which an organisation can process your personal data. We process your data for one or more of the following reasons:

To fulfil a contract we have with you:

*For example, we and our agents use your personal data to send you your copy of the British Numismatic Journal each year.*

When it is our legal duty:

*For example, we send certain personal data to HMRC in order to reclaim Gift Aid on subscriptions;  
For example, as a Registered Charity we send annual reports (including the names of our trustees) to the Charity Commission.*

When you consent to our use of your data:

*For example, we ask members of Council for permission to share some contact information with other Council members;  
For example, we may seek your consent to use your personal data if we develop our educational and other activities in new ways in the future.*

When it is in our legitimate interest:

*For example, we use your personal data to ensure the smooth running of the society, including keeping records of your subscription payments and sending you ballot papers to allow you to vote in the Society’s elections;  
For example, if you have provided us with an email address, we will send you information about the Society’s events and your regular copy of the Money and Medals Network newsletter by email.*

A legitimate interest is when we have an organisational reason to use your personal data or there is a wider societal benefit through our work as an educational charity. This reason must not unfairly go against what is just and right for you. We have conducted a Legitimate Interest Assessment to ensure this.

### **What personal data do we hold and who do we share it with?**

When you become a member of the Society, we ask you to complete a membership application form and supply us with information about you. These personal data include your name, address, email address, telephone number, occupation/profession, qualifications/honours, date of birth, whether you are entitled to a reduced rate subscription, and your numismatic interests. Your application form is the basis for your entry in the Society’s secure membership database. In some cases where members did not supply a date

of birth and this information is in the public domain we have added this to members' records (e.g. from Library of Congress cataloguing data or reference works). If you become a member of Council or an Officer of the Society, we add information about your years of service on Council or as an Officer to your database entry.

You have no statutory or contractual obligation to provide us with your personal data. However, if you decide not to supply us with certain personal data we will be unable to fulfil our obligations to you as a member of the Society. We do not collect or keep any sensitive personal data about your health, religion, ethnicity or other protected characteristics, or any criminal conviction data.

From time to time, we may share some of your personal data with the following third parties:

- To fulfil our legal obligations e.g. to HMRC and the Charity Commission
- With the agents or distributors we employ to send you our publications. We only provide the information they need to fulfil their contract. The contract will be subject to the GDPR and will protect your personal data.
- With MailChimp, the automated emailing platform we use to send you our e-News emails. MailChimp processes personal data in the USA. MailChimp is compliant with the EU-US Privacy Shield Framework (which the EU commission recognises as providing adequate protection for your personal data), and is committed to achieving compliance with the GDPR. You can find out more about MailChimp's privacy policy by visiting <https://mailchimp.com/legal/privacy/> and about the Privacy Shield Framework by visiting <https://www.privacyshield.gov/welcome>.

We do not collect any personal data when you visit our website, though we do use cookies to track use of our website. If you use our partner websites, Worldpay and Wordpress, these may process some of your personal data. Please see **Our website and your privacy** for further details.

We never sell your personal data. We only transfer your personal data outside the UK to organisations like MailChimp that have the right safeguards in place to protect your personal data.

### **How long do we keep your data?**

We keep your current address details and other personal data in our database while you are a member. We keep historic membership data in our paper-based archive to enable research into the history of the Society and British numismatics. For more information about retention schedules for specific types of data such as library borrowing records, please contact us.

### **Your rights in relation to our processing of our personal data**

Under the GDPR, you have important rights in respect of your personal data. In particular, you have the right to withdraw your consent to our use of personal data at any time. However, if you withdraw your consent for us to hold or process your personal data, we will no longer be able to fulfil our obligations to you as a member (e.g. sending you the *British Numismatic Journal*). If you withdraw your consent and we need to process your personal data to meet our legal obligations, we will need to continue to process your personal data to

meet those obligations. You can find out more about your rights and our obligations on the ICO website ([www.ico.org.uk](http://www.ico.org.uk)). In brief, you can ask us:

- For full details of how we use your data;
- For a copy of all the data we hold about you;
- To correct the data we hold about you if we've made a mistake;
- To erase the personal data we have about you (the 'Right to be forgotten'), but please note that we can't erase any data that we are legally obliged to hold about you;
- To restrict or suppress our processing of your data, for example while we work to correct a mistake;
- To object to our processing of your data, for example for historical research purposes, but please note that you can't object to any data processing that we are legally obliged to carry out.

If you make a request to us in writing, by email or over the phone, we will contact you with our response within a month.

### **Contact us**

If you have questions about this privacy notice or would like to contact us with a query relating to your personal data, please contact the Secretary, who is our Data Protection Representative, by email ([secretary@britnumsoc.org](mailto:secretary@britnumsoc.org)) or by post at:

The British Numismatic Society,  
c/o The Warburg Institute  
Woburn Square  
London  
WC1H 0AB  
United Kingdom

### **Complaints**

If you have a complaint about how we handle your personal data, please contact our Data Protection Representative. You may also refer your concerns to the Information Commissioner's Office (ICO), the body that regulates the handling of personal data in the UK. You can contact them by:

Phone: 0303 123 1113

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

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### **Our website and your privacy**

The Society's website does not collect any identifiable personal data about visitors to it, though we do use cookies to track how our website is used. See our **cookie policy** for more information about the cookies we set. If you click through from our website to our partner sites, Worldpay or Wordpress, these sites may process some of your personal data:

## ***Payments via Worldpay***

The Society offers members a secure online payment facility provided by Worldpay UK. When you make a payment via our website, you do so via Worldpay's secure portal. Your personal data and payment information is processed by Worldpay. Worldpay's privacy policy can be found by clicking here [link to: <https://www.worldpay.com/uk/comprehensive-privacy-policy> ].

## ***Blog***

The Society's Blog is hosted by WordPress ([www.wordpress.com](http://www.wordpress.com)). Wordpress collects certain personal data (including username, email address and name) from those who upload contributions to the blog or post comments. Wordpress is part of Automattic Inc., a USA company which is signed up to the EU-US Privacy Shield Framework. Its privacy policy can be found by clicking here [link to: <https://automattic.com/privacy/> ].

## **Cookie policy**

[Cookies](#) are small pieces of information sent by a web server to a web browser which allows the server to uniquely identify the browser on each page. We use the following categories of cookies for our website:

### ***Strictly necessary cookies***

These cookies are essential in order to enable you to move around our website and use its features. The information collected by these cookies relate to the operation of our website, for example website scripting.

### ***Performance cookies***

These cookies collect anonymous information about how you use our website, for example which pages you visit most often, whether you receive any error messages, and how you arrived at our website. Information collected by these cookies is used only to improve your use of our website and never to identify you. These cookies are sometimes placed by third-party providers of web traffic analysis services, such as Google Analytics.

### ***Functionality cookies***

These cookies remember choices you make, for example the country you visit our website from, your language and any changes you have made to text size or other parts of web pages that you can customise, to improve your experience of our website and to make your visits more tailored and enjoyable. The information these cookies collect may be anonymised and cannot be used to track your browsing activity on other websites.

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