

Privacy Notice



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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 By-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 distributors use your personal data to send you your copy of the British Numismatic Journal each year.*
- *For example, if you use the BNS membership portal to manage your membership and subscription payments, we will process your personal data, including your address and payment card details, in accordance with the [Terms of Service](#) for the membership portal.*

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 record a talk you give to the Society, and to make the recording available via our website.*
- *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 submit a Blog or article to us, we use your personal data to contact you concerning the publication of your contribution.*
- *For example, we maintain a biographical archive of contributors to British numismatics on our website, including biographical details, photographs and images of coin tickets and other items related to the individual and their collecting activity, including some living numismatists. Where information about living individuals is included, we ensure it relates to their public contribution to numismatics and we take care that its use is fair and proportionate.*
- *For example, if you have provided us with an email address, we will send you information by email about the Society's events, and information about UK numismatic events via the Money and Medals Network newsletter, where this is in our legitimate interests or where you have consented. You can opt out at any time.*
- *For example, when you use the BNS membership portal, we may collect personal and technical data such as your IP address and login timestamps to protect your account and our website from unauthorised access.*

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 your fundamental rights and freedoms. We have conducted a Legitimate Interest Assessment to ensure our processing is proportionate and necessary to meet our objectives, including the provision of services to members, the administration of memberships and to maintain digital security.

For details of how to contact us regarding these interests or to object to this processing, please see the 'Contact Us' section below.

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, and your numismatic interests. Your application form is the basis for your entry in the Society's secure membership database. If you wish to make subscription payments using a debit/ credit card or update your address details online, you may register to use the online BNS membership portal; usage of the BNS membership portal is not mandatory. If you use the membership portal, we also collect account security data, including your username and encrypted password. We may also collect technical data including your IP address and login timestamps to help us manage the security of your account and understand how members interact with the portal. 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 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.
- Where you have provided us with an email address, we share it with the Money and Medals Network so they can send you the Money and Medals Newsletter with information about UK numismatic events. You may of course opt not to receive the newsletter.
- With MailChimp, the automated emailing platform we use to send you our e-News emails. We transfer personal data to MailChimp (Intuit) in the USA. MailChimp is certified under the **Data Privacy Framework (DPF)** and the **UK Extension to the EU-US DPF**. This ensures that your personal data receives a level of protection essentially equivalent to that guaranteed under the UK GDPR. You can find out more about MailChimp's privacy policy by visiting <https://mailchimp.com/legal/privacy/> and about the Data Privacy Framework by visiting <https://www.dataprivacyframework.gov>.
- We may share limited personal data with the Warburg Institute specifically to facilitate the issuance of library reader cards for members who wish to use the Society's library in person. We will only share the data necessary to verify your membership status. You can find out more about the Warburg Institute Library privacy policy by visiting <https://www.london.ac.uk/sites/default/files/privacy-notice-warburg-institute-library.pdf>.

We do not actively collect identifiable personal data from visitors to our main website. However, limited technical data (such as IP addresses and cookies necessary for site functionality) may be processed. Please see the 'Our website and your privacy' section below 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. To maintain your professional membership history and satisfy our statutory requirements for financial record-keeping, we retain your membership portal account information for 7 years following the expiry of your membership. During this time, your account may be set to 'inactive' if not in use, but your records will remain available for easy renewal or retrieval of membership proof. 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 your 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). 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 – including requests to exercise your right to object to processing for our biographical archive - please contact the Secretary, who is our Data Protection Representative, by email (secretary@britnumsoc.org) or by post at:

The British Numismatic Society,

c/o The Warburg Institute
Woburn Square
London
WC1H 0AB
United Kingdom

For specific queries regarding the membership portal or your online account security, you may also contact the Membership Secretary directly by email (membershipsecretary@britnumsoc.org).

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

Online: 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 ensure the functionality of our website. See our cookie policy for more information about the cookies we set. If you click through from our website to our partner sites, these sites may process some of your personal data:

Payments via Stripe

Through its membership portal, the Society offers members a secure online payment facility provided by **Stripe Payments UK, Ltd** (Stripe). When you make a payment via our membership portal, you do so via Stripe's secure portal. Your personal data and payment information is processed by Stripe. Stripe's privacy policy can be found by clicking here: <https://stripe.com/gb/legal/privacy-center>.

Blog

The Society's Blog is hosted by WordPress (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 operated by **Automattic Inc.**, a US-based company. Automattic Inc. is certified under the **Data Privacy Framework (DPF)** and the **UK Extension to the EU-US DPF**, which ensures an adequate level of protection for your data under the UK GDPR. Its privacy policy can be found here: <https://automattic.com/privacy/>.

Zoom

The Society uses Zoom to offer its members the option to participate in meetings remotely. When you join a Society meeting online via Zoom, certain participant data is collected by Zoom and shared with the Society, including your email address. Zoom is operated by Zoom Communications, Inc., a US-based company. Zoom is certified under the **EU-US Data Privacy Framework (DPF)** and the **UK Extension to the EU-US DPF**, which ensures an adequate level of protection for your data under the UK GDPR. Its privacy policy can be found by clicking here: <https://explore.zoom.us/en/privacy/>

Eventbrite

The Society uses Eventbrite to manage ticketing and payments for some events. When you use Eventbrite to register for a BNS event, certain personal data is collected by Eventbrite and shared with the Society. Eventbrite is certified under the **EU-US Data Privacy Framework (DPF)** and the **UK Extension to the EU-US DPF**, which ensures an adequate level of protection for your data under the UK GDPR. Its privacy policy can be found by clicking here: <https://www.eventbrite.com/help/en-us/articles/460838/eventbrite-privacy-policy/>

Script Publishing Services:

The Society's publications are distributed by Script Publishing Services, based in Barnsley, United Kingdom. Their privacy notice with details of the personal data they collect from users of their services may be found online by clicking here: <https://www.scriptbooks.co.uk/privacy-policy>

Dropbox

The Society uses Dropbox to provide secure storage for its data. Dropbox is certified under the **EU-US Data Privacy Framework (DPF)** and the **UK Extension to the EU-US DPF**, which ensures an adequate level of protection for your data under the UK GDPR. Its privacy policy can be found by clicking here: <https://www.dropbox.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. The Society uses cookies to distinguish you from other users and to provide the functionality of our digital services across our three sites:

- *BNS Main Website*
The Society uses standard cookies where necessary to ensure the website functions correctly. It does not use cookies for marketing or advertising purposes. Where the Society uses only cookies that are strictly necessary for the site to function, no consent banner is required under current UK regulations.
- *BNS Membership Portal*
The Society's membership portal uses "session cookies" which are strictly necessary to allow you to log in and stay logged in while navigating the site. It does not use

cookies for marketing or advertising purposes. As these cookies are essential for the functionality of the service you have requested, no consent banner is required.

- *BNS Blog*

The Society's Blog is hosted by Automattic Inc. which may use cookies for functionality, site statistics and social media integration. You can find their specific cookie policy here: <https://automattic.com/cookies/>. The blog may display its own cookie notification as determined by the host provider.

You can block cookies via your browser settings. Please note that if you block "strictly necessary" cookies, you will be unable to log in to the Membership Portal.

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