

This page sets out the details of Northumbrian Association’s privacy notice in relation to information collected about you.

1.0 Who we are

Northumbrian Association
c/o Beamish Museum
Beamish
County Durham
DH9 0RG

2.0 What information do we collect about you?

We collect the personal data that you volunteer as part of joining the Northumbrian Association as a member.

Personal information we collect may include:

- Your name, title and gender
- Postal address, email address and phone number

When we ask you to provide your personal information we will let you know why we are asking, and how we will use your data, by directing you towards this notice.

3.0 What we are collecting the data for, and what we do with your information

We need your personal data in order to fulfill our membership agreement with you – such as being able to keep you informed of Northumbrian Association events and activity.

You can opt out of any / all of our communications at any point simply by contacting info@northumbrianassociation.com

4.0 How long data will be retained, and data cleansing

| Type of data | Reason for holding data | Retention period |
|--|-------------------------|--|
| Data relating to your Northumbrian Association membership | Legitimate interest | Two years following the expiry date of your membership |
| Data relating to participants taking part in Northumbrian Association events and activity, such as the Writers Award | Legitimate interest | Two years following the completion of the project |

5.0 Data storage and data cleansing

Membership information is stored on a cloud infrastructure that is fully GDPR compliant.

Membership data will be cleansed in according to our data retention policy.

All data is backed up and stored securely both in the cloud and on site, with data backups encrypted to endure data security for GDPR compliancy.

6.0 Who we might share your information with

We do not disclose personal data to any third parties or external organisations, other than data processors carrying out work on our behalf.

Examples of such data processors would be bulk email and direct mail distribution services.

Any such companies are acting as approved data processors for Northumbrian Association, and we retain full responsibility for your personal data. Data processors will act only on our instructions.

We may occasionally need to transfer your personal information overseas, for instance to our bulk email distributor, MailChimp. Where this is necessary, this may be to countries or territories around the world.

We are required to ensure any transfers of data will be done securely, in accordance with best practice, and in compliance with GDPR.

Your data will never be sold or passed to any third party for any other purpose.

7.0 How we keep your information secure

We have implemented security procedures, rules and technical measures to protect the personal data that we have under our control from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification.

The Northumbrian Association committee and team and data processors, who have access to, and are associated with the processing of personal data, are legally obliged to respect the confidentiality of our members personal data.

8.0 How can I access the information held about me, and ensure information is correct?

You can ask us if we are keeping any personal data about you and you can also request to receive a copy of that personal data – this is called a Subject Access Request.

Please try to be as clear as possible about the information you are seeking.

Once we have received your Subject Access Request, you will receive a response from us within a calendar month and you will be able to get copies of any information we hold on you. However, exemptions to disclosure may apply in some circumstances and in line with legislation.

Subject Access Requests should be sent to:

Northumbrian Association
c/o Beamish Museum
Beamish
County Durham
DH9 0RG

Email: info@northumbrianassociation.com

9.0 Changes to our privacy notice

We regularly review our privacy notice, and may make changes time to time. Any changes made will be posted to this page, and will apply from the time we post them.

10.0 How to contact us

If you have any comments about our privacy notice, or information we hold about you please contact us:

by email to info@northumbrianassociation.com

- or write to us at c/o Beamish Museum, Beamish, County Durham, DH9 0RG