

## **Celia Heritage Family History Data Protection Policy**

I am a Data controller and the Data Protection Officer for my business. There are no further data handlers within my business as I am a sole trader. I have read the new GDPR legislation.

My information on third parties may include names, email addresses, postal address and telephone numbers and comes from two sources as follows:

- 1. Clients' names and contacts details as provided to me by them in connection with research work.**

These are not passed on to anyone, the exception being if I pass a case on to another researcher and in this case I only do so with the client's prior consent. In some cases I may enlist the help of another researcher with a case but this other researcher is not given the client's details.

- 2. Celia Heritage Family History Email Newsletter**

Readers either sign up to my newsletters following my talks by means of putting their details on a paper sheet or signing up directly via my website. No contact details are shared with any third party and they are only used to distribute my family history newsletter which typically comes out 2-3 times a year using a newsletter distribution program called Mailchimp. This allows the subscriber to unsubscribe easily at any time.

Client's contacts details are stored on my computer my online backup system and in some cases on written (paper) correspondence and for those who have signed up to my newsletter on my [Mailchimp](#) database. These are protected by password security or (in regards to paper storage) kept in a locked filing cabinet. All reasonable measures are taken to keep this and computer/online databases.

All data held on an individual can be accessed on application to me and can usually be expected to be provided within three days of request and will be erased upon request.