SOCIETY OF ANTIQUARIES OF LONDON
Burlington House
Piccadilly
London
W1J 0BE

The Society of Antiquaries of London

Privacy Notice

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1. Introduction

This privacy policy sets out the way the Society processes the information given to us by Fellows and other people, and details our privacy and fair processing policy. We will always refer to this policy when we ask you for your consent. We will keep this policy updated to show you what we do with your personal information so that you can be confident when sharing your information with us that it will be only normally be used for what we set out here. The exceptions listed in our GDPR Data Protection Policy section 18, are very limited and would only apply in exceptional circumstances. For example, we might be required by a court order to disclose information, or we might release information to the police to assist in the investigation of a crime.

2. What we use personal information for

Personal information provided to us will be used in accordance with any preferences you express. Personal data collected and processed by us will be used for the following purposes, which are essential to fulfil the Society's requirements towards Fellows:

- Administration of your Fellowship account, which will include transaction notification messaging, such as Direct Debit confirmation of the payment of annual subscriptions
- Mailings such as your annual subscription renewal reminder, Fellowship News and other information about the Society's activities, ballots and notices about meetings
- Communication about the Society's charitable work, including annual reporting
- Fulfilment of orders for services and merchandise that you may request
- Administration of donations and legacies
- Research and statistical analysis
- Administration of the library and collections, which will include services such as book loans, research enquiry services, image and reprographics services.
- Where the use of your personal information is essential to the Fellowship, you will not be able to continue to be a Fellow if you object to the use.
- To ensure your safety during your visit.

In addition, we may from time to time inform you about other initiatives which the Society is pursuing, such as:

- Marketing communications about the Society's publications and other merchandise
- Fundraising opportunities and requests and other activities that are fundamental to the Society's work

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We will not put pressure on you to make a purchase or a gift and if you do not wish to donate we will respect your decision. These communications are not essential to your Fellowship and you may opt out as detailed below without this having any effect on your Fellowship

3. Retention and safety of data

We hold your information in our membership database only for as long as you remain a Fellow of the Society. Election Certificates of Fellows will be retained for archiving purposes in the public interest and historical research purposes in accordance with Article 89(1) GDPR. We will ensure always that you are as fully informed as possible on what we do with your information, and with whom it may be shared, in line with the requirements of the current Data Protection Act and other relevant legislation. We will never sell your data to third party organisations and we will not share your data with other organisations without your consent except in exceptional circumstances.

4. Consent

When Fellows are admitted to the Society, they sign a promise 'to the utmost of our power, [to] promote the honour and interest of the Society...'. Fellows in addition also pay an annual subscription, which supports Society's work and running costs. The Society therefore has a legitimate interest in sending requests for fundraising and marketing communications in addition to the essential communications listed above in Section 2. From 2017 onwards, Fellows will be asked, when being admitted to the Society, to give their consent to be contacted in this way. The Society guarantees, however, that if an individual Fellow wishes to opt out of receiving such requests, s/he can opt out of being contacted on such matters by the Society, and this will not affect in any way her or his right to the benefits provided by the Society.

5. Fellows' data held on the Society's website

The Society makes available on the area of its website which can be accessed only by Fellows, limited information in a Directory about the names and contact addresses of individuals in the Fellowship. There is a standing invitation on the first page of the Directory for individuals to provide further information about their research interests so as to make the Directory more helpful to others in the Fellowship. There is no link from this Directory to any financial information about Fellows held elsewhere by the Society.

6. Accessing your personal data held by the Society

You have the right to ask us, in writing, for a copy of all the personal data held about you. A copy will be sent to you as soon as possible but this will not be later than 30 days after your request.

If you would like to access your personal data held by us, please apply in writing to the Data Protection Officer, Tara Jay, Society of Antiquaries of London, Burlington House, Piccadilly, London, W1J 0BE or by email to dataprotection@sal.org.uk.

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7. Updating and amending your personal information

If, at any time, you want to update or amend your personal data or preferences please write to: Data Protection Officer, Tara Jay, Society of Antiquaries of London, Burlington House, Piccadilly, London, W1J 0BE or by email to dataprotection@sal.org.uk Verification, updating or amendment of personal data will take place within 28 days of receipt of your request.

8. Payment card information

The Society has an active PCI-DSS compliance programme in place. This is the international standard for safe card payment processes. As part of our compliance to this very stringent standard, we ensure that our IT systems do not directly collect or store your payment card information; for example, the full 16 digit numbers on the front of the card or the security code on the back.

Our online payment solutions are carried out using a 'payment gateway' which is a direct connection to a payment service provided by a bank. This means that when you input card data into the payment page, you are communicating directly with the bank and the bank passes your payment to us, this means that your payment card information is handled by the bank and not processed or held by us.

9. Updating our Policy on Privacy

This policy will hold the latest information regarding our privacy and fair processing notification and the Society will refer to it when we ask you for your consent. This policy will be updated from time to time to reflect the latest position on what we do with your data.

10. Document owner

The Data Controller is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein. The latest version of this policy document dated 23 May 2018 is available to all employees of The Society of Antiquaries of London on the corporate intranet.

This policy document was approved by The Society of Antiquaries of London's Council and is issued by the General Secretary on a version controlled basis.

Date: 24 May 2018