

Friends of Hollybush Privacy Notice and GDPR statement



Data Protection Officer

John Preston (Acting, ideally one of the committee)

Contact friendsofhollybush@gmail.com

c/o Hollybush Conservation Centre Broad Lane, Kirkstall, Leeds LS5 3BP

Messages can be left via 0113 274 2335

Friends of Hollybush is a volunteer run project and may take a week to respond to messages.

You have a right to request correction or deletion of your data, however Friends of Hollybush cannot recall from circulation any information in hard copy form that is in circulation e.g. leaflet or the final Hollybush History booklet.

Website

www.friendsofhollybush was built and is operated by www.madeintrenbania.com to help maintain the security and performance of our website. This company have built and maintained www.tcv.org.uk for many years.

We are not using Cookies on the site, just Google Analytics to anonymously monitor the number of visitors to various parts of our website. Here is a link to the relevant part of [Google's privacy policy](#).

Links

There are links to www.tcv.org.uk and to the Friends Facebook, Twitter and photo pages. If you follow a link to any of these websites, **please note that these websites have their own privacy policies** and that Friends of Hollybush do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Social Media

We may use information you provide via these platforms to us to carry out any request, such as answering queries or adding text to the Hollybush Histories

Please be aware that when you post online in public forums on Hollybush Histories Facebook Page or the Friends of Hollybush Twitter account then people active on those platforms may use, tag and/or re-publish your information and this is outside of Friends of Hollybush's control.

In the unlikely event of postings being deemed offensive or inaccurate, Friends of Hollybush will take them down once we are made aware and within a reasonable timeframe for a volunteer led project without full time media staff.

Links to privacy policies of sites we use:

- [Facebook](#)
- [Twitter](#)
- [Instagram](#)

Newsletters

The Friends of Hollybush uses Mailchimp to distribute its newsletters.

As part of the registration process for our e-newsletters, we collect personal information

Your name, Your email address and your preferences for our current newsletter options. We do not rent or trade email lists with other organisations and businesses.

We may offer you the option to subscribe to the newsletters of TCV Hollybush. That is a direct arrangement between you and them, subject to TCV's privacy statement. www.tcv.org.uk/privacy

We use a third-party provider, Mailchimp, to deliver our newsletters. For more information, please see <https://mailchimp.com/legal/privacy/> You can unsubscribe to our newsletter mailings at any time of the day or night by clicking the unsubscribe link at the bottom of any of our emails or by emailing friendsofhollybush@gmail.com it may take up to a week to action your request.

Contact by Phone or Email

We do not record phone messages. If we are likely to need to call you more than once, then your number maybe stored in the phone used by the volunteer who has made the contact.

Our email accounts do archive both inbound and outbound messages. These will be purged periodically to ensure we do not retain personal information including contact details unnecessarily.

Friends of Hollybush Committee and subgroups

These small groups use both email lists, phone calls and WhatsApp groups or Messenger groups to communicate.

For the purposes of official records and applying for grants the Friends of Hollybush are required to maintain a record of the committee members and their addresses.

Members are only added to lists and groups with their permission and can request that they are removed at any time.

Hollybush Histories

This is a significant project for the Friends of Hollybush and changes the type and amount of personal data being held. **It is funded by the National Lottery Heritage Fund**

This project is being undertaken under the purposes of “Archiving in the Public Interest” the stories, legacy and history of Hollybush Conservation Centre 1979-2019. The purpose of ‘Archiving in the Public Interest’ has several rights and exemptions under GDPR. Any organisation which archives personal data ‘for purposes having public value beyond the immediate interests of the organisation itself’ is ‘archiving in the public interest’ This is to secure the permanent availability of recorded memory.

Friends of Hollybush are yet to identify an organisation to hold the oral history recordings for future research. Copies of the final booklet will be deposited in the British Library, Leeds Library, Local history societies and TCV’s archives. The website will be available for at least 5 years.

It is very important that the information we hold about you is accurate and up to date. If your email changes then we may not be able to give you chance to review your material BEFORE it is included in the final website edit and publication AND it will therefore be omitted.

So Please let us know if at any time your personal information changes by emailing us at **friendsofhollybush@gmail.com**

The Hollybush Histories project is being run using a gmail account, a website and secure data storage.

Computer files generated by volunteer researchers will be submitted to the central team, once backed up centrally, volunteers will be required to delete the original files.

There will be a passworded spreadsheet to record who has submitted stories and materials, along with emails and phone numbers to enable permissions and consent to be confirmed (see process below). CHECK re the website. Needed for audio recordings and off line materials.

Retention period to be determined at the end of the project. National Lottery Heritage Fund require 7 years, also we will need to decide IF the recordings are to be deposited for future researchers, and get consent from the contributors for this.

Process

Initial Contacts

Emails or Facebook Messages as a result of publicity

Project Postcards completed at Hollybush or at events the project attends

Submissions via the Project Website.

Follow-up

Volunteers may invite people to add to their initial recollections by email etc.

Selected people will be invited to record an audio recollection

See Participation and Recording agreements also available on this website.

Audio to written story

Volunteers will prepare a Word document abstract that lists the content and key timing points to enable sections to be identified for transcription

Verbatim transcripts will be done for selected key sections and further parts may be done at later dates.

Recollectors will be emailed both the abstract and transcripts and may comment on accuracy or request sections are deleted.

Transcripts will be used to create written easily readable “stories” that will contain direct quotations, these may be both collations of several related items or stand-alone pieces. The Recollectors will again be given the opportunity to comment on accuracy or request sections are deleted, before publication.

This is important as once the book is published it will not be possible to withdraw copies from circulation.

Photographs, video or paper material.

Material will be attributed to the person who shares it with the project, and also to the original photographer, where known. Need to decide how we deal with permissions to reproduce old photos where we cannot contact all the people featured. WORK IN PROGRESS.

Sensitive Data

Sensitive data is defined as any data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

We anticipate that stories and memories collected as part of this project MAY contain material classified as sensitive. Such material will be treated with discretion and we will take especial care to ensure we have your consent before including this material on the website or the final booklet.

Purchases from Friends of Hollybush

The final booklet will be on sale and to distribute these, we will hold addresses for dispatch for three months to enable any queries around non-deliveries to be resolved. Payments are to be by cash in person or Paypal to avoid Friends of Hollybush holding any bank details

PLEASE NOTE THIS DOCUMENT IS A LIVE PIECE OF WORK AND WILL BE REVISED AS FOUND NECESSARY.

More information on your rights can be found at the Information Commissioners Office, the UK supervisory authority for data protection issues www.ico.org.uk.

This is a hugely complex area, we have endeavoured to get this Privacy Policy proportionate. If you have any comments or reason for complaint, please do contact us.

