



Heather Evans

FAMILY HISTORY

Privacy and Data Protection Policy

Please contact Heather Evans at research@heatherevans.co.uk with any queries about this policy

1. Collection and use of personal information

- **Initial contact:** When you initiate contact with *Heather Evans Family History*, you provide details such as your name, email address, possibly a telephone number and home address. This information facilitates effective communication and collaboration on genealogical projects.

Your contact details are used to:

- Communicate with you regarding your research enquiry.
- Update you on the progress of the research.
- Support one-to-one research guidance.
- For administrative purposes, including record-keeping and accounting.

2. Security of personal information

- *Heather Evans Family History* is fully committed to safeguarding your privacy and protecting your personal information in accordance with the UK General Data Protection Regulation (GDPR) and other relevant UK data protection laws. Your personal information is used exclusively for its intended purpose.
- No personal information is disclosed to third parties, unless required by law.
- All research is treated as confidential unless consent is explicitly given to share findings.
- The rights of living people included in any research are fully respected and protected.

3. Compliance with UK GDPR (2019)

- Under UK GDPR 2019, personal and genealogical data used for historical research are processed on the lawful basis of legitimate interest, a stance supported by the Information Commissioner's Office (ICO) and the Royal Historical Society. Please note that GDPR does not apply to deceased individuals, according to Royal Historical Society guidelines.
- Heather Evans of *Heather Evans Family History* is registered as a Data Controller with the Information Commissioner's Office (ICO).



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4. Data retention

- Personal information relating to clients is retained for at least five years to comply with UK tax laws.
- A copy of a client's research report is retained in electronic format to maintain a full record of all work conducted.

5. Your rights under UK GDPR (2019)

You have the right to:

- Make a subject access request (SAR) to receive a copy of your personal data held by *Heather Evans Family History*.
- Correct any inaccuracies in your data.
- Withdraw consent to the processing of your personal information at any time.
- Request the erasure of your data, subject to legal constraints under tax legislation.
- Make a data protection complaint to *Heather Evans Family History* if you are concerned about how your personal data is used.
- Subsequently lodge a complaint with the ICO if your initial complaint is not resolved.

To request access to your data, please use the contact details at the top of this privacy notice. A copy of your personal data will be provided within the statutory time frame.

6. Changes in policy

This privacy notice may be revised periodically to reflect changes in processing activities.



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7. Complaint procedure

- If you have any concerns about the use of your personal data, you should as a first step make a data protection complaint to *Heather Evans Family History* using the email address above.
- If you remain dissatisfied with how your data has been used after raising the complaint with me, you may wish to further the matter with the ICO.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO helpline: 0303 123 1113

Website: www.ico.org.uk

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