

Society for the History of Alchemy and Chemistry (SHAC), charity number 1190304
Data Privacy Statement, 31.01.2021

The General Data Protection Regulation (GDPR) provides eight rights for individuals:

1. The Right to be Informed – what this means for each SHAC member is covered in points A to E below.

A) *SHAC's Member Database*: SHAC operates a small electronic data base that is used to communicate with members about the services that SHAC provides and for reminding members that annual subscriptions are due. The legal basis for holding the data is that it is in the legitimate interest of the Society to do so to enable the organisation to provide the services it offers to members. This data base is encrypted and held on the Treasurer's personal PC. On a monthly basis, an updated copy is provided to the Secretary, the Membership Secretary and *Ambix* Secretary via the Society's Dropbox Account. These officers of the Society hold the password to access the data.

B) The data held on members in the electronic data base is as follows:

- Membership Number
- First Name and Surname
- Email Addresses used by a member to communicate with the Society and PayPal (where payment is made using that method). One of these email addresses is also required for enabling online access to *Ambix*. This address is additionally held in a secure section of the Society's website to which only the Webmasters, *Ambix* Secretary and Membership Secretary have passworded access.
- Postal Address to enable the distribution of *Ambix* and (where the member does not have an email address) other communications from the Society.
- Subscription Payment History (when paid, how paid and for what level of membership)

C) NO DATA on Members' Bank or PayPal details is stored on the Society's data base. These details are all held by the banking services used by the Society.

D) *Data Sharing*:

Of the above data, the following is shared with Taylor and Francis, for the purposes of the issue of copies of *Ambix* to members:

- Membership Number
- First Name and Surname
- Postal Address to enable the distribution of *Ambix*

E) *Maintenance of Data*

The Society maintains this electronic data (subject to being informed of changes by each member) whilst the member subscribes to the Society. Should a member decide to discontinue membership of the Society, the Society retains the full details of that member for two years (just in case he/she decides to re-join) and then (for the purposes of potential historical records) retains the member's name and membership history (e.g. years and class of membership). The Society also maintains electronic and paper records of membership (for example the details provided on joining, correspondence with members regarding the Society's activities and awards) as part of its historical records. These records are not deleted after two years. Such records are required, for example, to determine

eligibility for retired membership rates. Additionally, as historians, the Society is aware of the importance of preserving a historical record of its membership and activities.

2. The Right of Access to Member Data

Should an individual wish to see details of the personal data held by the Society, he/she should contact the Treasurer requesting this information and providing evidence of identity.

3. The Right to Rectification

Should an individual wish to amend incorrect data held on them by the Society, he/she should contact the Treasurer requesting the necessary changes.

4. The Right to be Forgotten

If an individual requires their personal data to be erased this can be exercised by contacting the Treasurer. Current members should be aware that this will prevent them from benefitting from membership of the Society.

5. The Right to Restrict Processing

An individual has the right to restrict the data held by the Society. This may be exercised by contacting the Treasurer. Current members should be aware that depending on the data restricted this may prevent them from receiving some membership benefits.

6. The Right to Data Portability between Controllers

This is the right for an individual to obtain and reuse their personal data for their own purposes across different services, i.e. moving, copying or transferring personal data from one IT environment to another in a safe and secure way without hindrance to usability. This may be exercised by contacting the Treasurer.

7. The Right to Object

Individuals have the right to object to:

- i) processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- ii) direct marketing (including profiling); and
- iii) processing for purposes of scientific/historical research and statistics.

This may be exercised by contacting the Treasurer.

8. Rights in Relation to Automated Decision Making Including Profiling

Individuals have the right to control this, but the Society for the History of Alchemy and Chemistry does not use its membership data in this way.

The Treasurer's contact details can be found on the SHAC website and on the Society information page in *Ambix*.

NB. The Council for the Society for the History of Alchemy and Chemistry decided not to appoint a named data protection officer. SHAC's registration with the Information Commissioner's Office names the Society as the Data Controller and the Trustees of SHAC (registered as a Charity in England and Wales, number 1190304) thus have collective responsibility for this.

Approved by SHAC Trustees, 31.01.2021.