

# Kerry Archaeological and Historical Society

## Privacy Statement

Kerry Archaeological and Historical Society is committed to maintaining the privacy of all its members and contributors. To this end, we wish to advise you of the following:

Kerry Archaeological and Historical Society collects members' personal data through our membership application and renewal form. These details include names/physical addresses/email addresses/bank details (if paying by direct debit or PayPal). This data is collected for the purposes of contacting members regarding renewal of their membership subscriptions, payment of subscriptions and forthcoming lectures/outings. For insurance purposes members and guests are asked to sign an attendance sheet at all Kerry Archaeological and Historical Society lectures/outings.

Personal data is collected for the purposes of keeping members apprised of upcoming events of interest, primarily those hosted by Kerry Archaeological and Historical Society, but on occasion, those hosted by other historically and archaeologically oriented organizations; and for sending membership renewal reminders.

Data is also collected from contributors to the *Journal of the Kerry Archaeological and Historical Society* and *The Kerry Magazine* through personal contact with the editors' of both publications. This data is collected to facilitate communication with the contributors and so that a brief biographical note regarding each of them may appear in both publications.

Members have the option of not receiving event notices; however, Kerry Archaeological and Historical Society retains the right to contact members with renewal reminders, and to distribute our publications, which are part of the membership subscription.

Kerry Archaeological and Historical Society does not, nor will not, provide personal data to third parties.

Kerry Archaeological and Historical Society has a policy of not disseminating members'/contributors' contact details. Should a member or contributor request a third parties contact details, Kerry Archaeological and Historical Society will forward the request to the member/contributor involved.

Members who do not wish to re-subscribe will have their personal data deleted/shredded immediately upon notifying Kerry Archaeological and Historical Society in writing or by email of same. Members who do not renew their subscription within \_\_ months of receiving a renewal notice will have their personal data deleted from our database at the end of that period.

Any member has the right to request a copy of their personal data by contacting the Data Protection Officer at Kerry Archaeological and Historical Society, Kerry County Library, Moyderwell, Tralee, Co. Kerry, Ireland, or by email at [membership@kerryhistory.ie](mailto:membership@kerryhistory.ie).

Should you have any questions or concerns regarding our management of your personal data, please contact the Data Protection Officer at the above address or email.