



ST ALBANS & HERTFORDSHIRE  
Architectural & Archaeological Society

# PRIVACY POLICY

At St Albans and Hertfordshire Architectural and Archaeological Society (SAHAAS), we are committed to protecting and respecting your privacy. Please be assured that we will NEVER sell your details or share them with anyone outside of SAHAAS. At any time, you can change how you hear from us or unsubscribe from our mailing lists, just let us know.

This policy explains why we collect information from you, what information we need, how we use it and keep it safe.

Why do we collect personal information?

You may give us your personal information in order to sign up for a subscription, make a donation, participate in an event, or sign up for our newsletter. The personal information we collect might include your name, address, email address, telephone number, payment card or bank details. We collect this information only in connection with specific activities, such as subscription, donation processing or sending information about our work. We will only share your information with trusted suppliers to carry out these transactions.

What your personal information may be used for?

- To fulfil your subscription application
- Process subscriptions, donations or other payments
- Set up or alter your Direct Debit Instruction via BACS
- Ask you to support specific SAHAAS activity by taking part in one of our fundraising events
- Support us financially by donating to one of our appeals
- Confirm details of your Gift Aid status if applicable
- Send you our publications such as our newsletter and annual report

## **Use of our Website**

- You should be aware that if you follow a link to another website and give any personal information to another company, the uses to which that information may be put will be determined by that company's privacy policy.
- Third parties, including Google, Facebook and Twitter, may use cookies, pixels web beacons, and similar technologies to collect or receive information from our website and elsewhere on the internet and use that information to provide audience insights, measurement services and targeted advertisements. This helps us gather data so that we can improve our website and our digital communications. These cookies are anonymous, storing information about content you browse on our site, but not about who you are. Users can opt-out of the collection and use of information for ad targeting using a mechanism for exercising such choice such as [aboutads.info/choices](http://aboutads.info/choices) or [www.youronlinechoices.eu/](http://www.youronlinechoices.eu/).

## **Use of cookies**

A "cookie" is a piece of information, like a tag, which some websites create on your PC. Our cookies allocate each user of this website with a random number. This procedure does not entail the collection of any personal information. Our cookies will not be used to analyse your visits to other websites or track any internet searches you may undertake whilst on this website.

What if I don't want to accept cookies?

Your browser lets you choose whether to accept, not to accept or to be warned before accepting cookies. These settings can be found in the advanced preferences.

In Internet Explorer select Tools menu > Internet options> Security > Custom Level

## **Consent and keeping your information up to date**

By disclosing your personal information to us, including having supported us in the past and having not chosen to 'opt-out' of any opportunities to change the way your information is managed, you give your consent to the collection, storage, processing and use of your personal information by us as described in this privacy policy.

You may at any time change your mind about the information you receive from us and if you decide to alter what you receive from us, please email us at [admin@stalbanshistory.org](mailto:admin@stalbanshistory.org)

As a SAHAAS member, you have control over the accuracy of your personal information. If, at any time, you wish to verify, update or amend the personal information you have provided, you can contact us at the above email and telephone number or at the address below:

### **Third party websites**

Our privacy policy does not apply to third party sites which you may access from this website. We recommend you familiarise yourself with the applicable privacy policy before entering any personal information on a third party site.

### **St Albans and Hertfordshire Architectural and Archaeological Society**

We hold your personal information in accordance with the security provisions of the UK Data Protection legislation.

Your rights to access, make changes or asking us to stop using your data

You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. You also have the right to ask us to delete any personal information we hold about you. If at any time you wish to access your personal data held by us, please apply in writing to:

The Secretary,  
St Albans and Hertfordshire Architectural and Archaeological Society,  
24 Monks Horton Way,  
St Albans,  
Herts  
AL1 4HA

### **Changes to Privacy Policy**

We recognise the importance of privacy to our members and visitors and intend to remain at the forefront of industry developments in this area. We will keep this policy under review and any changes made from time to time will be posted on this website.