

# Data Protection and Privacy Statement

In order to fulfil the objects and within the legitimate interests of the Foundation for Medieval Genealogy (FMG) we collect the following personal information from our members, subscribers and online users.

Full name

Full postal address

Email address

Gender

Date of birth (if under 18)

UK income tax status (for Gift Aid purposes)

Amount and date of subscriptions or donations

Personal genealogical interests

The data controller is the Executive Committee of the FMG. Personal data are held offline in a password-protected computer database. The data are retained as long as necessary for administration of the FMG, or otherwise as required by law.

None of this information will be supplied to third party organisations or individuals except as specified below. Requests for contact details will be referred to the FMG member concerned for them to make their own arrangements. Contact details for authors in our journal or other published documents will be included only with the authors' permission.

Lists of names and email addresses only are held online in the MailChimp email distribution system solely for the purpose of distributing our electronic newsletter to members. Visit <https://mailchimp.com/legal/privacy> for details of their data protection procedures.

Lists of names and postal addresses are sent to our printers (Parchments of Oxford <http://www.parchmentuk.com/website/privacy>) solely for the mailing of our journal *Foundations* to those members who have paid the appropriate subscription.

List of names and emails, with coded user-IDs, are held on the administrative area of our website for the purposes of controlling access to different parts of the site. This information is accessible only to officers of the FMG and our web host providers, Reaper Enterprises (<https://reaper.com/privacy-policy>).

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Anyone requiring information on their own personal information held by FMG should contact [secretary@fmg.ac](mailto:secretary@fmg.ac). Any requests to delete such information will be respected, but we shall thereafter be no longer able to provide membership services.