



PRIVACY POLICY

We take your privacy seriously and treat all the personal data you give us with great care.

Our Privacy Policy explains how we collect, store and use the personal data you give to us. We'll keep this page updated so that you can be confident when sharing your data with us that it will only be used in accordance with this policy. If you have any questions concerning your personal data and how we look after it or you would like to update how you would prefer to hear from us then please email info@uahs.org.uk.

This Privacy Policy applies to the ulsterarchitecturalheritage.org.uk website and its associated sites.

Who is the controller of your data?

Ulster Architectural Heritage Society is the controller of your personal data. If you have any questions about this privacy policy, please contact us.

What personal data do we process?

We process personal data about you that you give to us when you make a donation, make a purchase, register through our website, sign up to our newsletter, sign up as a member, or book events from our site. This includes information such as your name, billing and delivery addresses, email address, telephone number and payment card details. When you visit our website we also automatically receive your IP address which is a unique identifier for your computer or other device you are using to access our site.

If you use your credit or debit card to donate to us or to purchase a membership, we will ensure that this is done securely and in accordance with the Payment Card Industry Data Security Standard. You can find our more information about PCI DSS here - https://www.pcisecuritystandards.org/security_standards/index.php

We do not store your credit or debit card details at all, following the completion of your transaction. All card details and validation codes are securely destroyed once the payment or donation has been processed.

Visitors to our website

When someone visits ulsterarchitecturalheritage.org.uk we collect standard internet log information and details of visitor behaviour patterns in order to provide the best experience we can for users and keep the site up to date and relevant. We will not associate any data gathered from this site with any personal data from any source.

Device information

We collect information from or about the computers, phones, or other devices where you access our websites. We may associate the information we collect from your different devices, which helps us provide a consistent user experience.

Use of cookies at Ulster Architectural Heritage Society

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the site's functionality.

You can read more about how we use and apply cookies below.

How do we use your data?

Personal data collected and processed by us may be used for the following key purposes:

- Administration of membership;
- Administration of donations, legacies and event ticket sales;
- Administration/payment of our grants;
- Responding to requests for support;
- Research and statistical analysis;
- Communication about grants, membership, awards schemes, fundraising and other activities that we think may be of interest to you, including training events; and
- Distribution of our e-newsletter and updates.

Personal data provided to us will be used for the purposes outlined at the time of collection or registration in accordance with the preferences you express.

If you are a member of UAH this will include sending you confirmation of your subscription, membership materials, an annual review, regular e-newsletters from which you may unsubscribe at any time, and details of our events and offers.

We process your data for fundraising and marketing purposes to ensure that we are contacting you with the most appropriate communication, which is relevant and timely and will ultimately provide you with an improved experience. In doing so, we may use profiling techniques using publicly available data or information that you have already provided to us. This helps us to make appropriate requests to donors who may have the means and the desire to give more. Importantly, it enables us to raise more funds in a cost-effective way.

You can opt out of your data being used in this way at any time by contacting us on 02890 550 213, info@uahs.org.uk or by writing to us at Old Museum Building, 7 College Square North, Belfast, BT1 6AR.

If you are enquiring or looking for advice, we will consider that you are interested in hearing from us and therefore may, from time to time, send you information that is of relevance to your request.

If you are registering with Directory of Traditional Building Skills, we will require your contact details so we can get in touch with you regarding your contacts details and updates to the Directory. We will also use your details in the future to ask whether you require any further services or to ask for your feedback on the service you have received.

If you are entering Heritage Angel Awards, we will need your contact details so that we can be in touch via telephone, mail and/or email to administrate and manage your

application or nomination. We will also use your details to inform you of other relevant regional events and workshops, awards and competitions. We may also use your details to ask for your feedback.

If you are contacting us regarding a building at risk (BHARNI), it is at your discretion whether to disclose your identity and/or contact details. If you do disclose your contact details it may be of use to share with relevant or interested parties. UAH will not share your contact details, unless we have the permission to do so.

You may contact us at any time to ask us to remove your details by contacting info@uahs.org.uk. Wherever possible and appropriate we will seek consent from a parent or guardian before collecting or using information about children or adults at risk.

Receiving marketing information from UAH will always be your choice. You can change your mind at any time and we will keep your preferences up to date. You can contact us on 02890 550 213, info@uahs.org.uk or by writing to us at Old Museum Building, 7 College Square North, BT1 6AR, at any time to be removed from our lists.

We do not make fundraising phone calls and would only telephone you if we had a specific query.

Where does your personal data come from?

Most of the data we process about you comes from you, for example, information you provide to us online. Some information comes from third parties such as our partners.

Other information is gathered during your use of our website (e.g. IP addresses or information obtained via cookies).

Do you have to provide your personal data?

In most cases, providing your personal data to us is optional, however, in some circumstances if you do not provide it, we will probably not be able to fulfil your donation or process your membership subscription, keep you up to date with news or events, subscription materials or e-newsletters, or our website may not work properly for you. For example:

- if you make a donation or pay for an event on our website, we need details such as your name and address and payment card details to be able to take your payment. If you do not provide your data we will not be able to process your payment;
- you can turn off cookies on your browser and we will not place any cookies on your device or computer. However, this may mean that you may not be able to use all parts of our website.

What are the legal grounds for processing your personal data?

Data protection laws require us to tell you what legal basis we use for processing your personal data. These bases are set out in the applicable data protection law. We generally use the following:

- the processing is necessary to perform a contract with you (i.e. the contract for the sale and purchase of your subscription or event tickets), or to take steps requested by you before entering into this contract;
- the processing is in UAH's or someone else's legitimate interests, and these interests are not overridden by your interests or rights in the protection of your personal data;
- the processing is necessary to meet a legal obligation which applies to UAH;
- you have consented to our processing of your personal data. If you have consented, you can withdraw your consent at any time by contacting us on 02890 550 213, info@uahs.org.uk or by writing to us at Old Museum Building, 7 College Square North, BT1 6AR

Who do we share your personal data with?

Personal data collected and processed by us may be shared in the following situations:

- With Ulster Architectural Heritage Society employees and volunteers;
- Other partners or funders of relevance to a request;
- With contractors, agents and other third parties who provide services to us.

If you use our website to make a donation or pay for an event details will be processed by World Pay on our behalf. If your membership is by direct debit your payments will be processed by Rapidata on our behalf. This includes your payment information, such as your credit or debit card number and other card information, and other account and authentication information, as well as billing, and contact details. We ensure that these suppliers abide by our data processing agreement.

Data retention

We will hold your personal information on our systems for as long as is necessary for the relevant activity for which your data was originally obtained. For example we will keep a record of donations or membership subscriptions for at least seven years.

If you request that we stop sending you marketing materials we will keep a record of your contact details and appropriate information to enable us to comply with your request not to be contacted by us.

The nature of our work is such that we may have lifelong relationships with donors, beneficiaries and supporters. Legacy income is vital to the running of the charity. We may keep data you provide to us for a specified length of time, to carry out legacy administration and communicate effectively with the families of people leaving us legacies. This also enables us to identify and analyse the sources of legacy income we receive.

Security and performance

UAH uses a third party service to help maintain the security and performance of the website and we may share information with this third party where necessary.

What are your rights?

You have several rights in relation to your personal data. These include accessing your data, correcting any mistakes, having your data erased, restricting the processing of your data, objecting to the processing of your data, data portability, and rights relating to automated decision making and profiling. In most cases there are conditions attached to these rights. Please see below for further information on each of these.

Accessing your data

You can ask us to:

- Confirm whether we are processing your personal data;
- Give you a copy of that data;
- Provide you with other information about your personal data such as what data we have, what we use it for, who we disclose it to, whether we transfer it abroad and how we protect it, how long we keep it for, what rights you have, how you can make a complaint, where we got your data from and whether we carry out any automated decision making or profiling. We aim to give you all this information in this privacy policy, although if anything is unclear, please contact info@uahs.org.uk.

You do not have to pay a fee for a copy of your information unless your request is unfounded, repetitive or excessive, in which case we will charge a reasonable amount in the circumstances. We will let you know of any charges before completing your request.

We aim to respond to you within 1 month of receiving your request unless it is particularly complicated or you have made several requests, in which case we aim to respond within 3 months. We will let you know if we are going to take longer than 1 month in dealing with your request. If we have a lot of information about you we might ask you if you can tell us what exactly you want to receive. This will help us action your request more quickly.

Correcting your data

You can ask us to correct any data which is inaccurate or incomplete. This is free of charge.

If we have shared the data with anyone else, we will tell them about the correction wherever possible. We aim to deal with requests for correction within 1 month, although it might take us up to 3 months if your request is particularly complicated.

If we can't action a request to correct your data, we will let you know and explain why this is.

Erasing your data

This right is sometimes referred to as "the right to be forgotten". This is not an absolute right but you have the right to have your data erased, free of charge, in certain circumstances.

You can ask for your data to be erased where:

- it is no longer necessary for the purpose for which it was originally collected or processed;
- we are processing your data based on your consent, and you withdraw that consent;
- you object to the processing and we do not have an overriding legitimate interest for continuing;
- your data has been unlawfully processed;
- your data must be erased to comply with a legal obligation;

There are some exceptions to this right. If one of these applies, we do not have to delete the data.

If we have shared your data with third parties, we will tell them about the erasure of your data unless this is impossible or would involve disproportionate effort.

Restricting the processing of your data

You can ask us to restrict the processing of your personal data in some circumstances, free of charge. This is not an absolute right. If processing is restricted we can store the data and retain enough information to make sure the restriction is respected, but we cannot further process your data.

You can restrict the processing of your personal data in the following cases:

- if you contest the accuracy of your data, we will restrict processing until we have made sure the data is accurate;
- if you object to our processing and we are considering this objection;
- if the processing is unlawful but you do not want us to erase your data;
- if we no longer need the personal data but you require the data to establish, exercise or defend a legal claim.

If we have disclosed the data to a third party, we will inform them about the restriction unless it is impossible or would require a disproportionate effort. We will tell you if we decide to lift a restriction on processing your data.

Objecting to the processing of your data

Objecting to the processing of your data is free of charge. It is not an absolute right but you can object to our processing of your data where it is:

- based on the legitimate interests ground; or
- for the purposes of scientific/historical research and statistics.

We will stop processing your personal data unless we have compelling legitimate grounds for the processing which override your interests and rights, or unless we are processing the data for the establishment, exercise or defence of legal claims.

You can require us to stop using your data for direct marketing purposes. We will stop as soon as we receive your request. There are no exemptions or reasons for us to refuse.

Data Portability

This allows you to obtain and reuse your personal data for your own purposes across different services. It applies where the following conditions are met:

- you provided the personal data to us yourself;
- we are processing the data either based on your consent or because it is necessary for the performance of a contract; and
- the processing is carried out by automated means.

We will provide your data free of charge in a structured, commonly used and machine readable form. We aim to provide your data within 1 month of receiving your request unless it is particularly complicated or you have made several requests, in which case we aim to respond within 3 months. If we are going to take longer than 1 month we will let you know and explain why we need more time. If we consider that we cannot provide you with your data, we will contact you and explain why this is.

Automated decision making and profiling

You have the right not to be subject to a decision which is based on automated processing and which produces a legal (or similarly significant) effect on you.

We will tell you about any automated decision making that affects you. You have the right to:

- request human intervention;
- express your point of view;
- ask for the decision to be explained; and
- challenge the decision.

These rights are not absolute. They do not apply if the decision is:

- necessary for us to enter into or perform a contract with you;
- authorised by law (e.g. for fraud prevention); or
- based on your explicit consent.

If your personal details change, please help us to keep your information up to date by notifying us. You can also request access to any information we hold about you at any time by:

- email info@uahs.org.uk; or
- Writing to the Executive Assistant, Old Museum Building, 7 College Square North, BT1 6AR

If you have any questions about this policy or about how we use your personal data please email info@uahs.org.uk, call 02890 550 213, or write to the Executive Assistant, Old Museum Building, 7 College Square North, BT1 6AR.

If you are unhappy about how we are processing your data or how we have responded to a request or complaint, you have the right to make a complaint to the UK's data protection

regulator, the Information Commissioner's Office (ICO). You can find more details about how to contact the ICO on their website <https://ico.org.uk/>.

Changes to this policy

We may change or update this policy from time to time so please check this page periodically.

This policy was last reviewed in March 2018.

Cookies

What Are Cookies

As is common practice with almost all professional websites this site uses cookies, which are tiny files that are downloaded to your computer, to improve your experience. This page describes what information they gather, how we use it and why we sometimes need to store these cookies. We will also share how you can prevent these cookies from being stored however this may downgrade or 'break' certain elements of the sites functionality.

For more general information on cookies see the Wikipedia article on [HTTP Cookies](#).

How We Use Cookies

We use cookies for a variety of reasons detailed below. Unfortunately in most cases there are no industry standard options for disabling cookies without completely disabling the functionality and features they add to this site. It is recommended that you leave on all cookies if you are not sure whether you need them or not in case they are used to provide a service that you use.

Disabling Cookies

You can prevent the setting of cookies by adjusting the settings on your browser (see your browser Help for how to do this). Be aware that disabling cookies will affect the functionality of this and many other websites that you visit. Disabling cookies will usually result in also disabling certain functionality and features of the this site. Therefore it is recommended that you do not disable cookies.

The Cookies We Set

Donations and payments

This site offers payment facilities and some cookies are essential to ensure that your order is remembered between pages so that we can process it properly.

Polls

From time to time we offer user surveys and questionnaires to provide you with interesting insights, helpful tools, or to understand our user base more accurately. These surveys may use cookies to remember who has already taken part in a survey or to provide you with accurate results after you change pages.

Forms

When you submit data to through a form such as those found on contact pages or comment forms cookies may be set to remember your user details for future correspondence.

Customisation

In order to provide you with a great experience on this site we provide the functionality to set your preferences for how this site runs when you use it. In order to remember your preferences we need to set cookies so that this information can be called whenever you interact with a page is affected by your preferences.

Third Party Cookies

In some special cases we also use cookies provided by trusted third parties. The following section details which third party cookies you might encounter through this site.

Google Analytics

This site uses Google Analytics, a widespread and trusted web analytic program. It helps us to understand how you use the site, and ways that we can improve your experience. These cookies may track things such as how long you spend on the site and the pages that you visit so we can continue to produce engaging content. For more information on Google Analytics cookies, see the official [Google Analytics](#) page.

Embedded content

Some of the content on our site may be provided by third parties. This includes but is not limited to: Google Maps for interactive mapping, YouTube or Vimeo for hosted video and Flickr for images. When you visit a page containing content from one of these sites a cookie may be set. We do not have any control over these cookies and you should check the relevant third party website for more information about these.

More Information

If there is something that you are unsure about, it is usually safer to leave cookies enabled in case it does interact with one of the features you use on our site.