



Sheffield Feminist Archive Privacy Policy

General Data Protection:

- The Sheffield Feminist Archive will keep minimal details about our members for purposes of updating members on the project's development.
- Occasionally the organising team are contacted by local interest groups seeking to share information and resources. If we believe there is relevant cause, we may contact an individual member to inform them of outside interest and advance a request to forward their information. This will be done entirely at the member's discretion.
- We will never disclose a member's information to a third party without permission except to fulfil a legal obligation: to protect the member's vital interests or for the sake of public interest.
- Personal information will only be kept for as long as it has relevance. All data will be reviewed quarterly and redundant information will be deleted from our systems.
- All member information held by the archive will be password protected and accessible only to its organising team (as stated in our Constitution and terms of reference, accessible at:
<https://sheffieldfeministarchive.wordpress.com/terms-of-reference/>)

Requests and Complaints:

- The Sheffield Feminist Archive will appoint a data controller from its organising team. This individual will take charge of managing member's data and will be the first contact for requests and complaints.
- You are welcome to request what details we have about you, update your details, or unsubscribe at any time by emailing us.
- Members who wish to submit a complaint, request information, or unsubscribe from the archive's database can do so by emailing: sheffieldfeministarchive@gmail.com.
- Any request will be forwarded to the data controller who will deal with enquiries, providing confirmation and response within a month.
- If, after completing this process, you are dissatisfied with the archive's response, you may consider advancing your complaint by contacting the Information Commissioner. This public body can be contacted via several methods, as listed at:
<https://ico.org.uk/global/contact-us/>.

Consent:

By clicking to accept, you are consenting to the archive using your email address to send project updates and any other news we have reasonable cause to believe may be of interest to you.