

Privacy Policy

The Ulster Local History Trust was established by the Federation for Ulster Local Studies in 1981 to help raise the standard of local historical work, particularly among voluntary groups and to assert its relevance in our society.

The trustees believe that local historical studies are intimately connected with identity, with community and with understanding, and can be a powerful force for good. The trustees seek to aid local historical studies in 9 county historic Ulster through financial aid and by advice and encouragement.

The Ulster Local History Trust is committed to protecting your personal information when you are using our services. Whenever you provide such information, we are legally obliged to use your information in line with all laws concerning the protection of personal information, including the Data Protection Act 1998 and the General Data Protection Regulations (25 May 2018)

TYPES OF INFORMATION WE MAY COLLECT ABOUT YOU

- When you sign up to any of our services, such as grant applications, conference bookings and queries we may ask for personal information about you. This forms part of our CONTRACT with you and can include information such as your name, e-mail address, postal address, telephone or mobile number. Different services may ask for different types of information. It will also include any information you voluntarily give to us for any other reason. If you contact us about any matter we may also keep a record of that correspondence.
- In addition, in the course of our business we sometimes employ 3rd party websites, (such as Eventbrite to handle our conference bookings,) where we are satisfied that their privacy policy meets the terms of General Data Protection Regulations (25 May 2018). Eventbrite does not share your account details with the Trust.
- Our website may also contain helpful links to other websites that are owned and operated by third parties. These websites will have their own privacy policies that govern the collection and use of your personal information which you should review before supplying any information to them.

HOW WE LOOK AFTER YOUR INFORMATION

- We will hold your information securely in either manual or digital format, or both for as long as is necessary for the relevant service you have requested from us. Please note that where financial matters are involved we are legally required to hold details for a period of six years from the end of the accounting year in which the payment is made by or to you.
- In addition we will keep your data on file where you have willingly and actively agreed that we may do so.

HOW WE USE YOUR INFORMATION

- To contact you for reasons related to the SERVICE you have signed up for e.g. communicate changes to an event programme, queries and for matters relating to grant applications.
- Provided you have actively CONSENTED that we may do so, we use your information for a number of purposes including the following:
 - To send you information about the activities of the Ulster Local History Trust and its sister organisation the Federation for Ulster Local Studies via e-mail or post.
 - to request assistance from you in relation to a local history related query where we think you may be able to advise.
 - to invite you to participate in surveys about our services (participation is always voluntary).
 - to show you relevant information about other local history products or opportunities.
 - to keep our records up to date

If you wish to remove yourself from our mailing list please do so by contacting us using the details available in the 'Contact Us' section of the website or by e-mailing info@ulht.org.uk
 You will always be given a straightforward way to opt out of our marketing messages each time you receive a marketing communication from us.

SHARING YOUR INFORMATION WITH OTHERS

Generally we will only use your information within the Ulster Local History Trust.
 We will only disclose your information to a third party where we are legally obliged to do so.
 In cases where we think you may be able to assist with a query we will only release your contact details after getting in touch with you to obtain permission to do so in this specific instance.

YOUR RIGHTS AND FURTHER INFORMATION

Under the Data Protection Act and General Data Protection Regulations you have the right to request a copy of the information we hold about you and to have any inaccuracies corrected. You also have the right to request that data should be deleted unless we need it to fulfil a specific contract with you.

This privacy policy may be updated from time to time so you should check it each time you submit information to any of our services. The date of the most recent revision will appear at the bottom of this page.

If you have any questions or comments about this privacy policy please contact the Ulster Local History Trust

Email: info@ulht.org.uk
 Last updated: 25 May 2018