

Waldringfield History Group's *Project 2020 Vision*



Dear Waldringfield Resident

I hope you are keeping safe and well through these challenging times. For the History Group, 2020 is not turning out to be the year we all expected to document but it will perhaps be all the more significant for future generations to look back upon.

Please could you help us create a record of life in Waldringfield in 2020, as a gift from the Present to Future generations? If you were a resident in the year 2000, you may have taken part in Kit Clarke's Millennium Project which captured a snapshot of families and homes at the turn of the 21st century. We want to repeat the exercise again this year (and every 20 years) to create a fascinating social and historic record for posterity. This is a collaborative project with other local interest groups that we plan to celebrate with the village in early 2021.

To take part, please can you answer the questions below or on a separate sheet of paper and provide a photograph with family members standing in front of your lovely home. We are happy to accept this electronically or as hard copy; please see instructions at the bottom of the page. Being mindful of General Data Protection Regulations (2018), we kindly ask that you read the attached privacy notice about how we will use this information and to complete the consent form overleaf. Thank you.

Questions:

1. Please state your house name
2. Who lives in your house (you may wish to include your pets)?
3. How long have you lived here and where did you move from?
4. Did you have any past connections with the village before you moved here?
5. Can you tell us something about your work and your leisure pursuits, and those of your family?
6. Is there anything else you would like to share about your life in Waldringfield?
7. If you would like to, please offer any insights to how the Covid-19 lockdown has impacted your family.

Please don't forget to complete the consent form overleaf or we can't use your information

To return the forms and photo electronically, please email to Amanda Sims at waldringfield2020@gmail.com

To return hard copies, please drop through the letterbox at Deben House, Cliff Road, Waldringfield IP12 4QL

CONSENT FORM for Project 2020 Vision

Waldringfield History Group (WHG) is committed to protecting the privacy and security of your personal information. The attached privacy notice describes how we will process the personal information you have shared with us, in accordance with the General Data Protection Regulation (GDPR) 2018. By completing this form, you give us permission to hold and use your personal information as indicated. Thank you for your support.

Full name*			
Address			
		Postcode	
Telephone*			
Email*			

I give permission for my personal information and any images I share with WHG to be used as follows:

I agree to being contacted in the event that WHG need to contact me about the content or use of any personal information and any images that I have shared with WHG in the past, present or future that may fall outside of the stated purposes below.

☐

I agree to the storage of any personal information and images I have shared with WHG in the past, present and future, in hard copy and/or digital formats for the purpose of social and historic record for posterity, e.g. on WHG website or Suffolk Records Office

☐

I agree to the sharing of my personal information and images in hard copy and/or digital formats with members of the wider public in the interests of social and historic record

☐

If you consent to the use of your child's personal information and/or image being used for the purposes above, please tick here

☐

Your family members aged 18 and over should also give their consent separately below if you have provided personal information or an image of them. Please ask each family member to sign and print their name below;

Family member.....Family member.....Family member.....

Family member.....Family member.....Family member.....

I am over the age of 18 and I am happy to give my permission

Please sign this form to confirm that you have read our Privacy Notice and you are happy to give permission for your personal information to be used by Waldringfield History Group for the purposes outlined above.

Signature

Date

PRIVACY NOTICE for Project 2020 Vision

Waldringfield History Group is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and how we use personal information about you in accordance with the Data Protection Regulation (2018). Waldringfield History Group is a data controller and this means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. We may update this notice at any time, but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical. It is important that you read and keep this notice, so that you are aware of how and why we are using your information and what your rights are under the data protection legislation.

What kind of information do we hold about you?

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, address, telephone number, and personal email addresses.
- Marital status, dependants and family history;
- Nature of employment and your interests or involvement in different aspects of village life;
- Photographs, audio or video content that may be of you and/or your family and/or home.

How is your personal information collected?

In the course of our historic research, we may collect personal information about you and/or your family, including your ancestors, via a questionnaire, conversation and/or sometimes from third parties, including the census, electoral roll or Records Office.

How will we use information about you?

We will use your personal information to create a social and historic record of village life for posterity. This may be stored in hard copy and/or digital formats, including on the WHG website and shared with the local community and wider public, but only if we have your consent to do so (e.g. you have ticked the appropriate boxes on the WHG consent form).

Change of purpose

We will only use your personal information for the purposes for which we collected it and for which we have your consent. In the event that we may wish to use your personal information for an unrelated purpose, we will notify you and explain the basis to do so.

Why might you share my personal information with third parties?

We may share your personal information with third parties, such as the Suffolk Records Office, where we have your consent to do. We require all such third parties to respect the security of your data and to treat it in accordance with the law. In doing so, we only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data Security and Retention

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Authorised WHG members may process your personal information on our instructions and they are subject to a duty of confidentiality. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so. We will retain your personal information for as long as necessary to fulfil the purposes we collected it for. Where your information forms part of a community archive and historic record, your personal information will be held indefinitely for posterity.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

Your rights in connection with personal information

Under certain circumstances, the law grants you specific rights. These are summarised below.

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the nominated official at WHG (see below). You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to withdraw consent

In any circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the WHG official (see below). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to.

Complaints to the ICO

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact our WHG official, Gareth Thomas at drgrthomas@btconnect.com